

# Amy Smith



## Local Office Administrator

**Address** 1515 Pacific Ave  
Los Angeles, CA 90291  
United States

**Email** email@email.com

**Driving license** Full

**Phone** 3056478349

**Place of birth** San Antonio

**Links** [Resume Viking](#), [Resume.io](#)

## 01 PROFILE

*Senior Local Office Administrator with 9+ years of experience in an international diplomatic office dealing with Europe and Asia. Multi-Tasker with a solid sense of detail and the capability to rank urgent vs. important client problems. Enthusiastic with an outstanding work ethic, deadlines-driven, and team targets. Broad experience in the planning, coordination, and support of operational activities within the sales department.*

## 02 EMPLOYMENT HISTORY

01/2020 — 01/2021

### Local Office Administrator at Tennis Club Courtsode

Nashville

*Responsible for supporting obligations related to purchasing, logistics, order management, and general liaison with suppliers and vendors in a large regional municipality set-up with over 300 employees, servicing 10 locations.*

- Developing strong relationships with partners in insurance and healthcare, assisting the department in the running smoothly.
- Coordinating Facility Services and maintaining facilities with vendors (HVAC service, cleaning co., EAP plans, Fire extinguisher service).
- Analyzing and coordinating daily department activities, achieving established goals.
- Maintaining department calendars, travel schedules, hotel bookings and arranging all pick ups and drop offs of staff at various airports around the country

01/2016 — 08/2018

### Local Office Administrator at Kansas Town Council

Kansas City

*Acting as the liaison between the admin department and several other departments.*

- Maintaining client records and files according to state and federal protocols.
- Scheduling agendas, meetings, and events for the office and the employees.
- Liaising with Parking Garage Management and Property Management; managing and coordinating transponders and building access fobs for staff.
- Supervise office cleaner's work, keep the office safe, clean, and orderly, and oversee the office assistants' work in branch offices.

## 03 EDUCATION

---

Jan 2021 — Jan 2021

### International Association of Administrative Professionals

*Kansas City*

Certified Administrative Professional (CAP),

Jan 2018 — Aug 2018

### Florida Career College

*Jacksonville*

Business Office Administration Program,

## 04 SKILLS

---

Microsoft Office



Computer Skills



Microsoft PowerPoint



Customer Service



Microsoft Office Word



Administration



## 05 LANGUAGES

---

English



Greek, Modern (1453-)



Spanish



## 06 COURSES

---

Jan 2021 — Jan 2021

### Sales Administration Course at American Advertising Association, IN

## 07 HOBBIES

---

Crossfit, Boxing, Netball

## 08 ACHIEVEMENTS

---

- Initiated an electronic filing system that's easy to use, which decreased file retrieval time by 59%.
- Decreased travel expenditure by 56% due to booking team events at cheaper locations. Enhanced the scheduling system by integrating a collaborative calendar, resulting in easier logging of appointments.