



# Amy Smith, Local Office Administrator

LOS ANGELES, CA 90291, UNITED STATES --  
email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3056478349

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

## LINKS

[Resume Viking](#)

[Resume.io](#)

## SKILLS

Microsoft Office

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Microsoft PowerPoint

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Microsoft Office Word

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Computer Skills

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Customer Service

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Administration

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## LANGUAGES

English

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Spanish

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Greek, Modern (1453-)

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## HOBBIES

Crossfit, Boxing, Netball

## 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.*

## EMPLOYMENT HISTORY

### Local Office Administrator, Tennis Club Courtsode

Jan 2020 — Jan 2021, 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

### Local Office Administrator, Kansas Town Council

Jan 2016 — Aug 2018, 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.

## EDUCATION

### International Association of Administrative Professionals, Certified Administrative Professional (CAP),

Jan 2021 — Jan 2021, Kansas City

### Florida Career College, Business Office Administration Program,

Jan 2018 — Aug 2018, Jacksonville

## COURSES

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

Jan 2021 — Jan 2021

## 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.