



Amy Smith

Local Office Administrator

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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

Jan 2020 — Jan 2021
Nashville

Local Office Administrator at Tennis Club Courtsode

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

Jan 2016 — Aug 2018
Kansas City

Local Office Administrator at Kansas Town Council

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

Kansas City

International Association of Administrative Professionals

Certified Administrative Professional (CAP),

Jan 2018 — Aug 2018

Jacksonville

Florida Career College

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.