



Amy Smith

Local Office Administrator

Los Angeles, 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



Microsoft PowerPoint



Microsoft Office Word



Computer Skills



Customer Service



Administration



Languages

English



Spanish



Greek, Modern (1453-)



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

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.

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,

Courses

Jan 2021 — Jan 2021

Sales Administration Course at American Advertising Association, IN

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.