



# AMY SMITH

LOCAL OFFICE ADMINISTRATOR 📍 LOS ANGELES, CA 90291, UNITED STATES 📞 3056478349

## ◦ DETAILS ◦

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3056478349  
[email@email.com](mailto:email@email.com)

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

### Local Office Administrator at Tennis Club Courtsode, Nashville

January 2020 — January 2021

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 at Kansas Town Council, Kansas City

January 2016 — August 2018

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

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

January 2021 — January 2021

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

January 2018 — August 2018

## 🔧 COURSES

○ Sales Administration Course, American Advertising Association, IN  
January 2021 — January 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.