



# Amy Smith

## Local Office Administrator

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🔗 [Resume Viking](#), [Resume.io](#)

### Place of birth

San Antonio

### Driving license

Full

### 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, 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, 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.