

Amy Smith, Local Office Administrator

1515 Pacific Ave, Los Angeles, CA 90291, United States, 3056478349, email@email.com

Place of birth	San Antonio	Driving license	Full
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LINKS	Resume Viking , Resume.io
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PROFILE	<i>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.</i>
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EMPLOYMENT HISTORY

Jan 2020 — Jan 2021	Local Office Administrator, Tennis Club Courtsode	Nashville
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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	Local Office Administrator, Kansas Town Council	Kansas City
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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	Certified Administrative Professional (CAP), International Association of Administrative Professionals	Kansas City
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Jan 2018 — Aug 2018	Business Office Administration Program,, Florida Career College	Jacksonville
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SKILLS	Microsoft Office	Expert	Computer Skills	Expert
	Microsoft PowerPoint	Expert	Customer Service	Expert
	Microsoft Office Word	Expert	Administration	Expert

LANGUAGES	English	Native speaker	Greek, Modern (1453-)	Highly proficient
	Spanish	Highly proficient		

COURSES

Jan 2021 — Jan 2021	Sales Administration Course, American Advertising Association, IN
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HOBBIES

Crossfit, Boxing, Netball

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.