



Amy Smith

LOCAL OFFICE ADMINISTRATOR

✉ email@email.com

📍 1515 Pacific Ave, Los Angeles, CA 90291, United States

☎ 3056478349

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

Details

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

Driving license

Full

Place of birth

San Antonio

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

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.