

# AMY SMITH

LOCAL OFFICE ADMINISTRATOR

## DETAILS

### ADDRESS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States

### PHONE

3056478349

### EMAIL

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-)



## 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

Jan 2020 — Jan 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

Jan 2016 — Aug 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

Jan 2021 — Jan 2021

## HOBBIES

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Crossfit, Boxing, Netball

## Business Office Administration Program,, Florida Career College

Jacksonville

Jan 2018 — Aug 2018

## COURSES

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### Sales Administration Course, American Advertising Association, IN

Jan 2021 — Jan 2021

## ACHIEVEMENTS

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- 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.