

Jane Smith

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Professional Summary

Results-driven Administrative Professional with over 8 years of experience providing high-level operational, executive, and office support in fast-paced business environments. Recognized for excellent organizational skills, attention to detail, and ability to improve processes for efficiency. Adept at managing calendars, coordinating meetings, maintaining records, and delivering exceptional service to staff and clients.

Professional Experience

Senior Administrative Assistant

ABC Corporation New York, NY

Jan 2020 – Present

- Coordinate daily office operations, manage executive calendars, and organize travel arrangements for management team.
- Streamlined meeting scheduling process, reducing conflicts by 30% through implementation of shared calendars.
- Prepare financial reports, handled budget tracking, and maintained confidential records.
- Lead onboarding and training for new administrative staff.

Administrative Coordinator

XYZ Solutions Brooklyn, NY

Aug 2016 – Dec 2019

- Supported department of 40+ employees by managing meeting logistics, correspondence, and travel bookings.
- Implemented new file management system, increasing record retrieval efficiency by 25%.
- Assisted in project tracking and event planning for company-wide initiatives.

Office Assistant

BrightWave Inc. Jersey City, NJ

May 2014 – Jul 2016

- Performed general office duties, including answering phones and managing email correspondence.
- Maintained inventory of office supplies and processed purchase orders.
- Supported HR, accounting, and senior staff with various administrative tasks.

Education

Bachelor of Arts in Business Administration

City College of New York

Graduated: 2014

Key Skills

- Office Management
- Calendar & Travel Coordination
- Process Improvement
- Document Preparation
- Expense Reporting
- Meeting & Event Planning
- Data Entry
- MS Office Suite & Google Workspace

Certifications

- Certified Administrative Professional (CAP), IAAP – 2021
- Microsoft Office Specialist (Excel & Word) – 2019

