

First Last

Office Administrative Assistant

WORK EXPERIENCE

Resume Worded, London, United Kingdom

Education technology startup with 50+ employees and \$100m+ annual revenue

Office Administrative Assistant

08/2021 – Present

- Maintained database listing of 2K customer preferences for new company listings, leading to a 92% growth in annual revenue.
- Completed records management tasks on schedule with a 98% accuracy by displaying efficiency and diligence in administrative duties.
- Developed 13 new filing systems that increased office productivity by 72% in the first year on the job.
- Recorded zero conflicts for 21 weeks by maintaining the calendar appointments and meeting schedules for 35 executives.

Polyhire, London, United Kingdom

NYSE-listed recruitment and employer branding company

Administrative Executive

10/2019 – 07/2021

- Concluded a publicized administrative assessment that resulted in a budget surplus of \$40K in Q1, 2020.
- Obtained \$70K for the departmental training fund of Polyhire by designing a new initiative for administrative development based on the results of 15 assessments.
- Requested, managed, and funded a \$200K budget line item for new office pieces of furniture in 14 departments.
- Organized Polyhire's first annual fall picnic, raising \$129K for its Information Technology fund.

GrowthSI, London, United Kingdom & Barcelona, Spain

Career training and membership SaaS with 150,000 users

Data Clerk

06/2018 – 09/2019

- Ensured that financial statement data were properly organized and accurate, contributing to a \$1M annual budget surplus.
- Tracked inventory for 1.9K items in the warehouse, accurately recording UPCs, codes, and descriptions within 15 days on the job.
- Prepared database entries promptly and accurately, achieving a 90% accuracy rating from supervisors.
- Indexed, coded, and preserved 40K pages of documents 24 hours before the deadline for future archival storage.

PREVIOUS EXPERIENCE

Appointment Scheduler, ABC Company, London, UK

06/2017 – 05/2018

Front Desk Attendant, XYZ Company, New York, USA

06/2016 – 05/2017

Administrative Aide (Internship), ABC, New York, USA

07/2014 – 05/2015

CONTACT

- Dundee, United Kingdom
- +44 1234567890
- first.last@gmail.com

SKILLS

Technical Skills:

- Data Entry
- Typing
- Customer Service
- Scheduling
- Word Processing
- Event Planning

Industry Knowledge:

- Administrative Assistance
- Travel Management
- Public Relations

Tools and Software:

- MYOB
- Adobe Photoshop
- QuickBooks
- Microsoft Office Suite

Languages:

- English (Native)
- Romanian (Native)
- Spanish (Conversational)

EDUCATION

University of New York

Bachelor of Science

Business Administration

New York City, New York

10/2011 - 06/2014

OTHER

- Certified Administrative Professional
- Microsoft Office Specialist

Microsoft Office Teaching Guide For Administrative Assistant

Lingjun Ying



Microsoft Office Teaching Guide For Administrative Assistant:

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