**Alex Hudson**

712 Sunset Street, Tampa, Florida
(004) 332-1935
hudson@email.com

**Summary**

*Highly-trained and experienced in providing professional administrative support to a variety of sectors in similar job activities or positions.*

Responsible, with over 3 years of experience in the field of administration, and an outstanding inclination to working with complex data. Able to successfully handle increasingly difficult responsibilities, proficiency in using specific job-related software (MS Office, Database, Access). Proven ability to deal with and resolve incoming calls, as well as complaints.

**Working Experience**

**Administrative Assistant, 9/2014 to 6/2016**
**MAXWELL, Tampa, FL**

**Responsibilities:**

* Conduct and perform organizing, filing and cataloging tasks for all data and document files;
* Organize and manage meetings, conferences and team building events for over 100 employees and partners;
* Deal with travel arrangements for executive managers and partners, and ensure their comfort throughout the experience;
* Create and maintain weekly calendar, and diary in order to assist with setting up and organizing future events such as conferences and gatherings;
* Write and present periodical reports, summary letters and professional business templates;

**Achievements:**

* Managed to save $10,000 in company expenses by researching and efficiently organizing travel arrangements;
* Leading the organization of a successful international event dedicated to marketing (over 150 guests and professionals in the field);
* Contributed to the increase in customer satisfaction by 25% by leading customer service courses to staff members;

**Receptionist, 3/2010 to 8/2014**
**SMITH&CO, Tampa, FL**

**Responsibilities:**

* In charge of front desk duties, correspondence management and answering telephone calls;
* Greeting clients and introduced them to the location, while guided them to the requested office;
* Responsible for updating and managing the database system by maintaining close contact with clients and partners;
* Responsible for managing appointments, scheduled and announced appointments and meetings for clients, service providers and third parties;

**Achievements:**

* Increased the efficiency and costs of database managing by introducing the latest database organizing and managing software;

**Education and Academic Training**

University of Florida, Tampa, FL, 2009

BA in Administrative Leadership

**Job Related Skills**

* MS Office, Access, Publisher;
* Database, Peachtree;
* Organizing meetings;
* Managing inventories;
* Handling phone calls;
* Managing files;
* Solving travel arrangements;
* Managing databases;
* Processing payrolls;
* Performing front desk duties;

**General Skills**

* Great communication skills;
* Outstanding time-management skills;
* Quick learner;