**Diane Muller**

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**Summary**

*Over 6 years of experience in Administrative Assistance, proven skills related to organizing and creating presentations, planning and managing high-end events, preparing professional monthly reports. Exceptional skills and knowledge of MS Office, and expertise as Project Manager. Organized and supported a variety of training workshops and courses for fellow employees.*

**Working Experience**

**Administrative Assistant - May 2011 – Present**
**KOONS&Co., Portland, Oregon**

**Responsibilities:**

* Schedule, organize and manage travel arrangements for supervisors and partners;
* Create and manage travel budgets according to specific, well-researched expenses in order to reduce costs;
* Trained 3 entry-level administrative assistants in order to maintain consistency across practices and front desk services;

**Achievements:**

* Developed and implemented more efficient filing and document organization practices that resulted in savings of over $3,000 yearly;

**Secretary, June 2009 – May 2011**
**JOHNSON’S MANAGING, Portland, Oregon**

**Responsibilities:**

* Working with specific administrative documents and maintaining a clear and well-organized working space;
* Responsible for dealing with incoming calls, messages, and e-mails in real time, as well as contacting third parties on behalf of the company;
* Assisting managers and superiors with daily front desk task such as document filing and recording meeting transcripts;

**Achievements:**

* Awarded Employee of the Year for outstanding results in 2010;
* Organized an event attended by 150 international guests from Europe and Canada;

**Education and Academic Training**

**Portland College of Art**

BA in Contemporary Politics graduated in 2008

**Job Related Skills**

* Microsoft Office pack, Databases;
* Fluency in German and French;

**General Skills**

* Quick learner, little or no training courses required;
* Ambitious and hard-working;
* Great communication skills;