## Office Assistant Resume Sample 2

**Lucy Edwards**

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### A. Summary

Very organized and independent worker who has 6 years of experience in performing an entire plethora of functions directly relating to office support in companies with up to 20 people. I am looking to fulfill a responsible position of office assistant in a very respectable company that can allow me to showcase my skills and knowledge.

### B. Working Experience

* 2011 – Present – AlphaCity General, Winston Salem, North Carolina

**Responsibilities:** Take care of the invoices every day by preparing and mailing them. Manage and then track the purchase orders. Assist with the processing payments. Handle all the delivery queries. Liaise and communicate daily with the suppliers and the company’s customers. Add to and maintain the customer databases. Seek out phone numbers and email address of clients in the customer database. Prepare all the correspondence, quotes, and memos. Send out the emails for the marketing campaign when they are ready. Receive all the customers and visitors and assist them until they were ready to go in for their meeting. Organize and manage or assist with the organization of special events and meetings for the company.

* 2010 – 2011 – RedZoom Media Publishing House, Winston Salem, North Carolina

**Responsibilities:** Schedule, organize, and manage meetings and appointments for managers and supervisors. Make travel arrangements. Type documents in the lines of emails, letters, memos, and drafts. Prepare three reports for the management every week. Receive, read, sort, and deliver all incoming mail, meaning emails, telephones calls, letters, packages, and messages. Greet all visitors and clients, speak to them and determine who is the best person they could talk to within the company as per their needs. Took part in meetings to be able to record the minutes. Transcribed and distributed them to all the employees of the enterprise.

**Achievements:** Created new organizational as well as filing practices which saved the company approximately $3,000 every year in labor expenses it would have normally contracted for this job. Trained four assistants on the administrative side while the company was expanding. The training sessions were successful, as I managed to ensure their attention to detail, commitment, and their adhering to the company’s core values, policies, and requirements.

### C. Education and Academic Training

* Graduated from the River High University, Winston Salem, North Carolina, with a Bachelor of History of Arts Degree in 2009

### D. Job Related Skills

* Telephone skills
* Mailing and filing
* Transcription and fast typing
* Reception area management
* Delivering and receiving packages
* Calendar management
* Proofreading
* Data entry
* Knowledge of basic accounting procedure
* Equipment maintenance and managing supplies
* Creating labels, managing lists, and ledgers
* Creating a link and liaising with or between different departments
* Managing staff attendance
* Outstanding telephone etiquette
* Delivering and picking up items

### E. General Skills

* Bilingual. I speak fluently both English and German
* Very fast typing skills. I can type 55 words per minute
* Ability to work in a stressful and fast-paced environment
* Enthusiastic
* Excellent verbal and written skills
* Ability to keep an electronic diary
* Outstanding client interface skills
* Good manners on the telephone
* Professional attitude
* Internet savvy
* Responsible
* Discreet
* Reliable
* Fun