

CLIENT'S NAME

ADMINISTRATIVE ASSISTANT | EXECUTIVE ASSISTANT



Torrance, California 12345



123.456.7892



rpwwriters@gmail.com

QUALIFICATIONS PROFILE

Highly organized and performance-focused professional, equipped with wide-ranging experience in administrative support, project and operations management, and customer service. Highly skilled at accomplishing various clerical functions, organizing large meetings, facilitating trainings, assisting executive-level leadership, and resolving issues and concerns. Armed with strong work ethic and the ability to multitask in work environment toward on-time and high-quality completion of tasks and projects. Adept at securing sensitive and pertinent information, as well as setting priorities and adjusting them as necessary to accommodate demanding schedules. Effective at developing innovative processes toward operational efficiency and productivity.

AREAS OF EXPERTISE

**Event Coordination | Calendar Management | Document Handling | Reports Generation | Work Orders Preparation
Vendor Relations | Supplies Procurement | Wealth Management Support**

PROFESSIONAL EXPERIENCE

COMPANY XYZ | CITY, STATE

Administrative Assistant: Jun 2016–Present

- Assume responsibility in coordinating real estate activities including client negotiation; land acquisition inspections, appraisals, and surveys; along with processing of payments associated with earnest money, deposits, and fees
- Provide outstanding customer service by assisting clients throughout buying and selling processes of residential and commercial properties
- Create and evaluate offer packages, counteroffers, loan documents, and contracts for purchase
- Expertly utilize customer relationship management (CRM) software to establish pipeline and close deals, as well as social media platforms and updated tools to effectively promote properties
- Take charge of developing and reviewing offer packages, counteroffers, loan documents, contracts for purchase, letter of intent (LOI), lease terms, rent rolls, proof of funds (POF), and offering memorandums
- Partner with the title companies for the timely completion of all projects

Key Highlights

- ✓ Led the seamless transition of both residential and commercial marketing and sales at T| Associates, from in-person to virtual sessions during the COVID-19 pandemic
- ✓ Successfully finished a mentorship program that aided in accomplishing all necessary quotas for open houses and close sales transactions at Century 21 Olympian

COMPANY XYZ | CITY, STATE

Administrative Assistant: Jun 2016–Present

- Performed administrative duties including the creation and maintenance of Solid Waste Management monthly attendance reports, staff meeting agendas, and other internal documents; work orders and commercial charges; and security, temporary, and all onboarding paperwork
- Used M5 database to finalize ES-1s and disseminate information to vendors on City of Houston fleet; manage tracking, inventory; and budget; and generate and submit reports to the executive management
- Compiled and managed all files such as personnel, inventory, and invoices, along with processing of state inspections/renewal tags and receivables as well as developing purchase requisitions in SAP
- Administered the formal solicitation process and vendor sourcing, along with the receipt of new fleet share vehicles
- Prepared detailed reports for capital expenditures to monitor budget, inventory, and rolling stocks
- Liaised among visitors, customers, VIPs, vendors, and candidates while resolving any complex billing and/or service events
- Allocated training materials for contract compliance processes/procedures and facilitated training as necessary
- Organized logistics and materials for board meetings, committee meetings, and staff events

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Key Highlights

- ✓ Spearheaded multiple projects such as Fleet Management onsite personnel onboarding, pool vehicle tracking and maintenance, state inspection renewals, Toughbook diagnostic and software updates, SWM TxSwana, and Truck Road-E-O, as well as all service awards, vendor presentations, and trainings
- ✓ Succeeded in enhancing efficiencies by streamlining uniform purchase and supply orders processes which resulted in cost savings
- ✓ Carried out collection of data and reporting to the executive-level management on Solid Waste Management and Houston Public Works information and multiple projects that aided in increasing monies for FMD CMC

COMPANY XYZ | CITY, STATE

Executive Administrative Assistant: Feb 2015–Jun 2016

- Organized detailed calendars including prioritization of meeting requests and related logistics, as well as coordination of complex senior-level/external meetings and conference calls
- Supported the compliance officer by updating the floor regarding best practices while ensuring strict compliance with established guidelines to prevent or mitigate risks

Key Highlight

- ✓ Contributed in maximizing revenue and minimizing errors through efficient processing of all checks, tocks/securities, bonds, POAs, and LOAs

COMPANY XYZ | CITY, STATE

Executive Secretary: Nov 2011–Feb 2015

- Demonstrated keen attention to detail in entering patient information into the system and posting charges through NextGen
- Collected co-pays/deductibles to reduce delinquent balances and increase revenue
- Ensured the quality of care through proper check in/out of patients
- Informed patients in preparation for radiology procedures
- Strictly complied with Health Insurance Portability and Accountability Act (HIPAA) policies and procedures

EARLIER CAREER

COMPANY XYZ | CITY, STATE

Administrative Assistant | HR Generalist | Recruitment

EDUCATION

Degree, In Progress (Expected Graduation Date: May 2023)

University | City, State

TECHNICAL ACUMEN

Real Estate Software: Dotloop | BackAgent | Fidelity Title Internal Software | CoStar | LoopNet | Multiple Listing Service (MLS)

SAP: Novus | iLMS

Word Processing/Desktop Publishing/Editing: Word | Excel | PowerPoint | Outlook | Access | Google Docs
Adobe Creative Suite | SharePoint | Canva

Social Media: Instagram | LinkedIn | Twitter | Facebook | Zoom | Microsoft Teams | Skype

Operating Systems: Apple IOS | Android