

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Highly motivated candidate with two years of experience in an administrative position. Looking to start a career in HR and hone my employee relationships skills.

Experience

Administrative Assistant at Wesco Commissary - Company / Location

MONTH 2022 - Present

- Assists a team of procurement experts in charge of negotiating contracts to acquire \$700,000 worth of ingredients every month.
- Schedules the distribution of these ingredients to a network of 56 Wesco locations and confirms deliveries.
- Uses analytics tools to forecast demand and identify seasonal trends, reducing waste by 23% over the past six months.
- Communicates with 56 franchisees regarding training opportunities and manages travel arrangements for quarterly seminars.

Receptionist at Prototek - Company / Location

MONTH 2021 – MONTH 2022

- Used phone skills to greet callers, provide information, and transfer calls.
- Managed the calendar of a manager with an average of three meetings a day.
- Identified leads for the sales team and gathered information before scheduling callbacks.
- Utilized active listening skills to identify issues reported by employees and escalated problems to the right manager.

Project Experience

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Education

B.S. in Business Administration - Phoenix University

MONTH 2024

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Analytics and Reporting
- Calendar management
- Microsoft Office Suite
- Procurement and contract negotiation

Licenses & Accreditations

Licenses & Accreditations

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