

Name and Contact Info Redacted

CAREER OBJECTIVE

ADMINISTRATIVE ASSISTANT

Professional Summary

Administrative Assistant skilled at offering high-level diversified administrative support to senior level management staff and experience in front desk management. Driven and resourceful administrative professional with 26+ years of experience. Highly organized and dependable at managing multiple priorities with a positive attitude and successfully manages high-volume workloads and willing to take on added responsibilities to meet team goals.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

City of Lake Oswego, Lake Oswego, Oregon / Sep 2012 - Present

- Advised management on the appropriate courses of action for resolution of problems within areas of expertise.
- Analyze problems and determine approach; compile and analyze data; and prepare reports/recommendations.
- Coordinated and/or supervised administrative and clerical activities; developed and administered policies and procedures.
- Lead and coach new employees on administrative procedures, company policies and performance standards.
- Lead department record filing system responsibilities and public record destruction notices to improve document organization and management.
- Offered office-wide software support and training, troubleshooting issues and optimizing usage and software needs, including basic registration and retention software training.
- Composed and proofread material to ensure proper layout, grammatical composition, punctuation, and inclusion of all pertinent information.
- Prepared, updated spreadsheets and databases to track, and fiscal department analytic registration reports to track and report on department performance.
- Supported efficient staff and citizen meetings by organizing spaces and materials, documenting discussions, distributing meeting notes, preparing and distributing meeting packets, and meeting transcription as legally required.
- Maintained, and updated Department web page.
- Contact City personnel at all organizational levels to gather information and prepare reports.



EDUCATION

UNIVERSITY OF OREGON

BA - Journalism, Print Advertising/Graphic Design (1979-1983)

ADDITIONAL SKILLS & ABILITIES

Strong supervision and team leadership skills.

Highly organized to achieve maximum efficiency.

Experience with performing conceptual analysis and policy development and implementation.

Experience managing multiple projects.

Skilled at establishing and maintaining effective working relationships with colleagues and others.

- Produced and executed organization public vendor agreements and contracts.
- Responded to emails and other correspondence to facilitate communication and enhance department processes,
- Seamlessly interacted with colleagues to plan and complete special projects.
- Implemented updated policies and practices for department.
- Organized and coordinated conference memberships and training,
- Performs other duties of a similar nature or level.

OFFICE MANAGER

Balogh Architecture, Portland, OR / Sep 1991 - Apr 2013

- Maintained computer and physical filing systems.
- Oversaw office inventory activities, ordering and requisitions.
- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Managed office operations while scheduling appointments for department managers.
- Managed budgets, appointment scheduling, employee and event itineraries and accounts to improve productivity initiatives.
- Compared vendor prices and negotiated for optimal savings.
- Utilized client feedback to maintain client partnerships and increase revenue.
- Arranged corporate and office conferences for company employees and guests.
- Prepared meeting materials and took clear notes to distribute to stakeholders.
- Maintained Customer Relationship Management (CRM) database with customer updates and report generation.
- Oversaw management productivity billing rates to increase revenue and production times.
- Initiated timely project management within budget constraints for multi-faceted problems concerning executive leaders.
- Aggregated and analyzed data related to administrative costs to prepare budgets for firm Principal-level management.
- Assisted Executive Project Manager with client bid documents and contracts.

ADDITIONAL INFORMATION

Volunteer Work _____
 Embrace Oregon, Washington County
 A Trace of Grace Project