





# Keith Edwards

## ADMINISTRATIVE ASSISTANT

 City, State Abbreviation zip code

 (123) 456-7890

 email@example.com | LinkedIn | Portfolio

Proactive and detail-oriented administrative assistant with over eight years of experience in dynamic office environments. Demonstrated success in optimizing office efficiency, overseeing procurement processes, and ensuring financial accuracy. Microsoft Office specialist with a track record of supporting front offices in both postsecondary and innovative educational settings.

## PROFESSIONAL EXPERIENCE

### Administrative Assistant | May 2018 - present

Altitude Learning, Frisco, TX

- Spend 50% of work hours actively participating in classrooms, providing valuable support to teachers and assisting with daily routines
- Leverage organizational skills to balance administrative tasks, including scheduling, managing inquiries, and handling paperwork
- Answer an average of 80 calls per day, maintaining a 95% customer satisfaction rate
- Adapt to dynamic student-parent situations, collaborating with teachers and staff for the overall success of school operations

### Administrative Assistant | August 2015 - April 2018

University of Texas Dallas, Richardson, TX

- Utilized procurement software to prepare, review, submit, and receive purchase orders for the School of Undergraduate Advising
- Carried out cost-effective supply management strategies, reducing office supply costs by \$5,000 in the second year
- Coordinated travel arrangements and prepared reimbursement vouchers for staff

## EDUCATION

### Bachelor of Arts (B.A.) in Business Administration

Texas College, Tyler, TX

June 2015

## KEY SKILLS

Customer service

Data entry

Google Workspace

Organization

Team collaboration

Time management

## CERTIFICATIONS

Certified Administrative Professional, International Association of Administrative Professionals, 2020

Microsoft Office Specialist, Microsoft, 2018