**Teresa J. Smith**

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Leoti, KS 67861

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**Job Objective:**

To earn a junior office assistant position at “WyPro Tech,” and use my administrative skills in streamlining daily office duties as well as supporting the office staff.

**Summary of Skills:**

* High-level of accuracy and attention to detail whilst working to meet deadlines
* Proficiency in MS Word, Excel, Power Point, Internet and Email with excellent typing skills
* Strong interpersonal and communication skills, including an ability to liaise with all levels of people
* Adaptable to changing working conditions and work collaboratively with team members to achieve positive results
* Excellent time management and organizational skills with ability to prioritize and perform multiple tasks
* Ability to assist and support senior professionals like mangers and other staff members in the organization like scheduling meetings, appointments, making travel arrangements, etc.
* Possess professional and polite telephone manner
* Ability to handle and maintain various confidential files and documents
* Ability to work in flexible schedules, including working nights, weekends and holidays, whenever necessary
* Willingness to learn new things with an enthusiastic attitude

**Work Experience:**

Junior Office Assistant

Kmart Corporation, Leoti, KS

February 2017 - Present

* Providing administrative support to all members of staff, ensuring efficient, and effective operations of all day-to-day tasks
* Preparing and organizing documents, letters, emails, and correspondence as requested by management
* Handling incoming phone calls and other communications
* Greeting clients and visitors and directing them as per their purpose of visits
* Assisting staffing department with various recruitments and human resources tasks
* Maintaining filing system and record information as needed

Junior Office Assistant

Coles Group, Leoti, KS

March 2016 – January 2017

* Answered telephone calls and in-person inquiries, including meeting and greeting guests, taking messages
* Organized various travel arrangements by booking accommodations and reservations for clients, managers and team members
* Provided support to the reception team during busy periods, and also performed general filling, scanning and printing duties
* Organized and maintained office common areas, kitchen areas, and their facilities
* Assisted office manager in conducting regular health and safety checks
* Handled ordering and receiving of various office supplies, equipments, and materials
* Updated and maintained client databases

**Education:**

* Associates Degree in Business Administration  
  Jamestown Community College, Leoti, KS  
  2015

**Reference:**

On request.