**Marie R. Waugh**

1009 August Lane

Alexandria, Louisiana 71301

Phone: 318-167-2892

Email: mariewaugh@anymail.com

**Career Summary:**

Flawless and top-notch assistant with 4+ years of experience looking for an “Administrative Assistant” role in a firm where I can utilize my well-developed scheduling and organizational skills to manage general office operations and strengthen relationships with clients.

**Summary of Skills:**

* Adept at handling different administrative procedures – screening calls, scheduling appointments, planning meetings, and organizing travel arrangements
* Expert in connecting to new clients and informing them about the services offered
* Ability to serve as a primary point of contact and liaise with different departments and ensure efficient functioning of the firm
* Ability to manage and build healthy business relationships
* Capable of maintaining and updating records of clients
* Excellent written and verbal communication skills
* Bilingual in English and German

**Computer Skills:**

* Operating Systems: Windows 2000, 2007, Linux
* Software: Microsoft Office, MS Access, Adobe Illustrator, HTML

**Work Experience:**

Senior Administrative Assistant

Global Systems International Corporation, Alexandria, Louisiana

September 2016 – Present

* Collaborating with departmental managers to plan weekly team discussions and creating reports on the minutes of meetings
* Planning and organizing details of company special events, corporate agendas, and client meetings
* Maintaining records of capital purchases, vendors, and equipment and raw material inventory in separate databases
* Processing monthly expenses report by reflecting bills, supporting documents, and following the budget code indexes
* Organizing snacks and refreshments for employees who stayed beyond office hours to meet work targets after consulting the supervisor
* Updating client database and ensuring it is protected from hackers by installing an up-to-date version of the anti virus software
* Assisting various departments as per necessity

Administrative Assistant

Redford & Sons Pvt. Ltd., Alexandria, Louisiana 71301

May 2014 – August 2016

* Scheduled client and internal meetings by checking the calendar before fixing appointments for loyal customers as well as new clients
* Coordinated meetings, appointments, and travel arrangements for supervisors and executives
* Hired 2 office clerks to distribute work when the office was rapidly expanding and gave weekly training to them
* Installed a new software on company desktops to file daily report and saved company time by 25% thus cutting expenditure by $30K in the very first three quarters
* Maintained confidentiality and discretion over sensitive topics
* Supervised organizational practices followed in the firm for the new recruits
* Oversaw receptionist area by greeting visitors, clients, and attended to calls

Administrative Clerk

Snaffling Real Estate Agency, Alexandria, Louisiana

July 2012 - April 2014

* Assisted with travel arrangements including accommodation for advertising department when a new project was launched
* Drafted documents to determine meeting agendas to attract new vendors and construction material suppliers
* Executed follow-up meetings and collected feedback forms from participants after finishing the conference discussions
* Scheduled meetings for 5+ clients each day and maintained a proper Google spreadsheet about the proceedings
* Coordinated with the marketing team to promote new real estate apartments in the area to increase customer base
* Checked necessary arrangements at properties before client visits and sent invitations to potential buyers via call, messages, and emails

**Education:**

* Bachelor's Degree in Business Administration  
  University of Louisiana, Lafayette, LA   
  2011
* Certificate in Office Management  
  KYZ Training Academy, Alexandria, LA   
  2012

**Reference:**

On request.