**Alan K. Martin**

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**Job Objective:**

Administrative assistant with over 5+ years of experience in making flawless presentations, managing documents, and performing business office functions, seeking a position with 'ABC Consulting Services' where I can use my expertise to fulfill the company's vision and satisfy clients.

**Summary of Skills:**

* Well-versed with computer applications like Microsoft Office Suite including Excel, Word, PowerPoint, Access and Outlook
* Highly proficient with Google spreadsheets and QuickBooks
* Hands-on experience in drafting correspondences, email, memos and filing documents
* Good understanding of grammar and excellent proofreading skills
* Ability to make travel arrangements for staff, and provide support to management as required
* Strong business communications skills
* Dedicated team player with ability to coordinate with local and public authorities

**Work Experience:**

Administrative Assistant

Ross Real Estate Services, West Nyack, New York

December 2016 – Present

* Preparing correspondence letters, presentations and financial reports to attract prospective clients
* Coordinating with event managers to organize real estate fairs by including travel and logistics arrangements
* Preparing presentations for open houses, row houses, commercial apartments and sending invitations to potential buyers via emails and personal messages
* Coordinating with supervisor to decide on meeting agendas, and preparing reports after noting minutes of the discussion
* Conducting background checks for potentail employees by screening their online profiles and providing basic administrative training to new recruits
* Presenting financial data and quarterly billing reports to immediate supervisors for client meetings and internal verification to maintain a correct audit report
* Collaborating with the marketing team to compose information about real estate in popular division of the state to prepare exclusive offers

Administrative Assistant

MicroX Communications, West Nyack, New York

February 2014 – November 2016

* Managed 20+ routine calls with different vendors and agencies to track billing amount versus the fixed contract budget
* Extracted information from online registrations and searched background of potential clients
* Provided travel coordination support for business meeting trips for domestic and international clients and ensured their needs are addressed
* Managed all paperwork generated by sales staff for promotional campaigns and calculate taxes on tags
* Oversaw various duties like calender maintenance, appointment scheduling, and prepared financial report on the company's expenses
* Arranged conference rooms and kept other facilities ready as required
* Prepared PowerPoint presentations for meetings and paid attention to the texts used in conveying business bullet points to attract new customers
* Created 10 weekly invoices using Google spreadsheets and sent a copy to the vendors using email or fax

Assistant Secretary

Redford & Sons Company Pvt Ltd., West Nyack, New York

August 2012 – January 2014

* Greeted visitors and new clients, understood their requirements and directed them to specific individuals who could address respective concerns
* Carefully adhered to office budgeting practices and maintained sufficient stock of supply inventories in the storeroom
* Typed 25 + documents related to correspondence, memos, emails and drafted monthly report for management
* Proofread correspondence documents, screened telephone calls, made travel arrangements for clients, and arranged tickler files
* Initiated a database filing system to avoid loss of sensitive information and maintained confidentiality of data
* Performed clerical duties like managing calendars, screening voice and video calls, organizing documentation and handled payroll system
* Coordinated internal meetings and onsite events after approval from clients

**Education:**

* Bachelor of Arts in Business Communication   
  New York University, West Nyack, New York   
  2011

**Reference:**

On request.