

DAYLENE NARED

Administrative Assistant I

daylene.nared@gmail.com

(338) 912-5857

Pennsylvania Ave, Washington, DC 20500



PROFILE

I have over 1 year of experience as an administrative assistant. I am highly organized and efficient, and I have a knack for multitasking. I am able to prioritize tasks and stay calm under pressure. I have excellent communication skills and work well with others.

LINKS

[linkedin.com/in/daylenenared](https://www.linkedin.com/in/daylenenared)

SKILLS

Microsoft Office

Google Suite

Customer Service

Data Entry

Filing/Organization

Scheduling

Typing

LANGUAGES

English

Bengali

HOBBIES

Organizing

Filing

Answering Phones

EMPLOYMENT HISTORY

● Administrative Assistant II at Company 1, MT

Mar 2022 - Present

- Wrote and distributed weekly department newsletter to staff of 50.
- Answered an average of 60 calls per day.
- Maintained inventory of office supplies and placed orders as needed.
- Provided administrative support for 5 managers and 15 staff members.
- Created and maintained filing system for departmental records.

● Administrative Assistant at , MT

Jul 2021 - Jan 2022

- Successfully completed a project that resulted in increased efficiency and decreased expenses by 15%.
- Saved the company \$5,000 per month by negotiating better rates with vendors.
- Streamlined office operations resulting in a 30% increase in productivity.
- Created and implemented a new filing system that saved the company \$10,000 per year.
- Successfully organized and oversaw the implementation of a company-wide event that was praised by upper management.

EDUCATION

High School Diploma at Big Sky High School, MT

Sep 2017 - May 2021

In high school, I learned how to read, write, and do basic math.

CERTIFICATES

Certified Administrative Professional (CAP)

Dec 2020

Certified Executive Assistant (CEA)

Nov 2019

MEMBERSHIPS

American Association of Administrative Assistants

International Association of Administrative Professionals