

Ashvika Kubon

Administrative Assistant II

Profile

I am an Administrative Assistant II with over 5 years of experience in the field. I have a proven track record of providing excellent administrative support to my team and clients. I am highly organized and detail-oriented, and I possess strong written and verbal communication skills. In addition, I am proficient in Microsoft Office Suite applications and have a working knowledge of various CRM software programs

Employment History

Administrative Assistant II at Hartford Hospital, CT

Mar 2022 - Present

- Answered 95% of phone calls within 3 rings and directed calls to appropriate staff member.
- Completed data entry for payroll of 50 employees in under 2 hours.
- Processed invoices at a rate of 10 per hour.
- Filed and organized documents for 5 different departments.
- Managed the office supply budget, resulting in a 10% decrease in spending.

Administrative Assistant at State of Connecticut, CT

Sep 2017 - Jan 2022

- Answered and directed an average of 60 calls per day while maintaining a professional demeanor.
- Completed data entry for 500 customer invoices per week with a 98% accuracy rate.
- Coordinated travel arrangements for 10 employees, including booking flights, hotels, and rental cars.
- Created and distributed weekly reports to upper management detailing departmental progress and budget expenditures.
- Managed office supply inventory, placing orders as needed and keeping within budget.

Education

Associate's degree in business administration or related field at Central Connecticut State University

Aug 2012 - May 2017

Some skills I've learned are: time management, communication, organization, and problem solving.

Certificates

Certified Administrative Professional (CAP)

Aug 2020

Certified Executive Assistant (CEA)

Jul 2019

Memberships

American Association of Administrative Assistants

International Association of Administrative Professionals

Details

ashvika.kubon@gmail.com

(299) 431-1045

Wethersfield Ave, Hartford, CT
06114

Links

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

Skills

Microsoft Office

Google Suite

Customer Service

Data Entry

Filing/Organization

Scheduling

Multi-tasking

Languages

English

Mandarin

Hobbies

Organizing

Crafting

Decorating