

Sophia Shawhan

Administrative
Assistant

Profile

Details

sophia.shawhan@gmail.com

(919) 004-7662

654 Sunset Rd, Laramie, WY 82070

I have over 1 year of experience as an administrative assistant. I am extremely organized and efficient, and I have a knack for handling multiple tasks simultaneously. I possess excellent written and verbal communication skills, which allow me to interact effectively with clients, colleagues, and vendors. In addition, I have strong computer skills and am proficient in Microsoft Office suite applications.

Employment History

Administrative Assistant at OfficeTeam, WY

Apr 2022 - Present

- Coordinated travel arrangements for a team of 10, including flights, hotels, and car rentals.
- Processed invoices and purchase orders using QuickBooks.
- Answered incoming calls and directed them to the appropriate party.
- Created PowerPoint presentations for various meetings and events.
- Maintained schedules and calendars for 5 executives.

Administrative Assistant II at Robert Half, WY

Jul 2021 - Mar 2022

- Answered an average of 60 calls per day, ensuring that each caller received the help they needed.
 - Completed data entry for 500 new customer accounts.
 - Assisted in training 2 new administrative assistants.
 - Created a system to organize and track important company documents.
 - Coordinated 5 large events with up to 200 attendees.
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Education

High School Diploma at Laramie High School, Laramie, WY

Aug 2016 - May 2021

I have learned how to study for and take tests, how to do research, and how to write papers.

Links

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