

Elinore Kubicek

Administrative Assistant

Profile

I am an Administrative Assistant with over 5 years of experience in the industry. I have a proven track record of providing excellent administrative support to my team and clients. I am extremely organized and detail-oriented, and I possess excellent written and verbal communication skills. I am able to work independently as well as part of a team, and I am always willing to go the extra mile to get the job done correctly.

Employment History

Administrative Assistant at Baton Rouge General Medical Center, LA

Mar 2022 - Present

- Successfully completed 100% of all assigned tasks within the given deadlines.
- Answered and directed an average of 75 phone calls per day.
- Responded to and forwarded emails in a timely manner.
- Maintained inventory of office supplies and placed orders when necessary.
- Created PowerPoint presentations for various meetings and events.

Administrative Assistant II at Ochsner Health System, LA

Jul 2017 - Jan 2022

- Answered an average of 60 calls per day, providing customer service and routing calls as necessary.
- Completed data entry for 100+ invoices per week.
- Maintained calendar and schedule for 5 executives, ensuring no conflicts and coordinating travel.
- Created weekly reports summarizing sales numbers, new leads, and customer feedback.
- Managed office inventory, placing orders for supplies as needed.

Certificates

Certified Administrative Professional (CAP)

Aug 2020

Certified Executive Assistant (CEA)

Sep 2018

Memberships

American Association of Administrative Assistants

International Association of Administrative Professionals

✉ elinore.kubicek@gmail.com

☎ (560) 865-2386

📍 Helena Street, New Orleans, LA 70118

Education

High School Diploma at Louisiana State University

Aug 2012 - May 2017

I have learned how to read and write in English, as well as how to do basic mathematics.

Links

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

Skills

Microsoft Office

Google Suite

Customer Service

Data Entry

Scheduling

Filing/Organization

Multi-tasking

Languages

English

Italian