

# Callie Celli

Administrative Assistant

✉ [callie.celli@gmail.com](mailto:callie.celli@gmail.com)  
☎ (564) 050-2561  
📍 Elm Street, Nashville, TN  
37212

## Education

### High School Diploma at Memphis Central High School

Sep 2012 - May 2017

I've learned how to be organized, how to manage my time, and how to study for exams.

## Links

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

## Skills

Microsoft Office

Google Suite

Customer Service

Data Entry

Scheduling

Filing/Organization

Multi-tasking

## Languages

English

German

## Hobbies

Organizing

Filing

Scheduling

## Profile

I am an administrative assistant with over five years of experience. I have excellent organizational skills and a strong attention to detail. I am able to work independently and take direction well. I have a high level of proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook. In my previous positions, I was responsible for managing calendars, scheduling appointments, coordinating travel arrangements, preparing expense reports, handling correspondence, and providing general administrative support to executives. I am confident that I can be an asset to your team by providing comprehensive administrative support.

## Employment History

### Administrative Assistant at U.S. Army, TN

Mar 2022 - Present

- Answered and directed an average of 100 phone calls per day.
- Processed daily mail including sorting, distributing, and sending outgoing mail.
- Maintained office supplies by ordering and stocking as needed.
- Completed data entry for 500 customer orders per week.
- Assisted with organization and planning of company events such as holiday parties, client appreciation events, etc.

### Administrative Assistant II at Navy, TN

Aug 2017 - Jan 2022

- Answered and directed an average of 100 calls per day.
- Created and maintained filing systems for paper and electronic documents.
- Processed incoming and outgoing mail daily.
- Scheduled appointments and travel arrangements for 5-10 employees.
- Ordered office supplies as needed.

## Certificates

### Certified Administrative Professional (CAP)

Mar 2021

### Certified Executive Assistant (CEA)

Aug 2019

## Memberships

American Association of Administrative Assistants

International Association of Administrative Professionals