



Cyrilla Waitkus

Administrative Assistant

I am an administrative assistant with over five years of experience in the field. I have a strong track record of providing support to executives and other staff members in a variety of industries. I am highly organized and efficient, and possess excellent communication skills. I thrive in fast-paced environments and enjoy working on multiple projects simultaneously. In my previous roles, I have provided exceptional administrative support that has contributed to the success of my team or department.

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(781) 361-7922 

North 5th Street, Minneapolis, MN 55405 

Education

High School Diploma at Eden Prairie High School

Sep 2013 - May 2017

I have learned how to read, write, and do math.

Links

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

Skills

Microsoft Office



Google Suite



Customer Service



Data Entry



Scheduling



Filing/Organization



Multi-tasking



Languages

English



Russian



Employment History

Administrative Assistant at M, MN

May 2022 - Present

- Answered incoming calls, directed callers to appropriate staff, and took messages when necessary.
- Greeted on-site visitors and directed them to appropriate staff member or office.
- Coordinated conference room bookings and set up video conferencing equipment.
- Maintained office supply inventory and placed orders as needed.
- Assisted with event planning and coordination, including booking venues, ordering catering, and arranging transportation.

Administrative Assistant II at Abercrombie & Fitch, MN

Jul 2017 - Mar 2022

- Answered and directed an average of 100 calls per day.
- Created and maintained filing systems for paper and electronic documents.
- Processed an average of 50 invoices per week.
- Scheduled and coordinated meetings, appointments, and travel arrangements for staff.
- Prepared correspondence, reports, and presentations.

Certificates

Certified Administrative Professional (CAP)

Nov 2020

Certified Executive Assistant (CEA)

Aug 2019

Memberships

American Association of Administrative Assistants

International Association of Administrative Professionals