
Elia Barcomb

Administrative
Assistant

Details

elia.barcomb@gmail.com

(267) 377-4152

Elm Street, Nashville, TN 37212

Profile

I am an administrative assistant with over 5 years of experience working in a variety of industries. I have strong organizational skills and a keen eye for detail, which has allowed me to excel in this field. I am also proficient in Microsoft Office Suite and comfortable using various software programs. In addition, I have excellent written and verbal communication skills.

Employment History

Administrative Assistant at FedEx, TN

Apr 2022 - Present

- Answered an average of 60 calls per day, while managing other projects simultaneously.
- Reduced office supply expenses by 15% by negotiating better prices with vendors.
- Created and implemented a new filing system which reduced search time for documents by 50%.
- Processed an average of 200 invoices per week.
- Wrote and distributed weekly company newsletter to all employees.

Administrative Assistant II at Nissan, TN

Sep 2017 - Feb 2022

- Answered and directed an average of 60 calls per day.
 - Completed data entry for 150 new customer applications per week.
 - Processed 50 invoices per day.
 - Maintained calendar and schedule for 5 executives.
 - Arranged travel plans for 10 employees per month.
-

Education

High School Diploma at University of Tennessee, TN

Aug 2013 - May 2017

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

Links

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