

Simone Thorn

Executive
Administrative
Assistant

Details

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(866) 747-9025

Harrison Street, Omaha, NE 68106

Profile

I am an experienced Executive Administrative Assistant with over 5 years of experience in a fast-paced corporate environment. I have excellent multitasking skills and thrive in a high pressure setting. I am extremely organized and efficient, and have a proven track record of successfully managing multiple projects simultaneously. I possess superb written and verbal communication skills, which are essential in this role. In addition, I have expert level proficiency in Microsoft Office Suite, as well as various other software programs commonly used in office settings.

Employment History

Executive Administrative Assistant at University of Nebraska, NE

Apr 2022 - Present

- Negotiated and coordinated travel arrangements for executive level staff, saving the company an average of 20% per trip.
- Implemented a new filing system that decreased search time for critical documents by 50%.
- Answered over 200 calls per day, handling inquiries and directing calls to appropriate parties.
- Wrote and distributed weekly reports detailing progress on departmental projects.
- Managed office supplies budget, resulting in a 10% decrease in spending.

Administrative Assistant at State of Nebraska, NE

Jul 2017 - Feb 2022

- Negotiated and booked travel arrangements for a team of 10, saving the company an average of 20% per ticket.
- Processed payroll for 100 employees every two weeks.
- Managed office supply inventory and placed orders as needed to maintain stock levels.
- Answered incoming calls, provided customer service, and routed calls to appropriate departments.
- Created and maintained filing system for paper and electronic documents.

Education

High School Diploma at Lincoln High School, Lincoln, NE

Sep 2013 - May 2017

I've learned how to read, write, and do math.

Links

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