

Skai Klinepeter

Office Administrative Assistant

✉ skai.klinepeter@gmail.com

☎ (611) 305-4613

📍 Lincoln St, Omaha, NE 68102

EDUCATION

High School Diploma at Lincoln High School, Lincoln, NE

Sep 2014 - May 2019

I've learned how to write essays, how to do mathematical proofs, and how to effectively communicate with others.

LINKS

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

SKILLS

Microsoft Office

Google Docs/Sheets

Typing Speed

Data Entry Accuracy

Organization Skills

Time Management Skills

LANGUAGES

English

Spanish

HOBBIES

Organizing

Filing

Data Entry

PROFILE

I am an Office Administrative Assistant with over 3 years of experience in the field. I have worked in a variety of industries and have gained a wealth of knowledge in many different areas. I am extremely organized and efficient, and I have a strong ability to multitask. I am also very customer-service oriented, and I enjoy working with people. In my previous positions, I have been responsible for managing calendars, scheduling appointments, handling correspondence, preparing reports, coordinating travel arrangements, and providing general administrative support to executives and staff members.

EMPLOYMENT HISTORY

● Office Administrative Assistant at Sapp Bros., Inc., NE

Jun 2022 - Present

- Answered and directed an average of 100 calls per day.
- Completed data entry for 500 customer orders.
- Created and distributed 50 reports each week.
- Trained 2 new employees on office procedures.
- Filed and organized 200 documents.

● Office Administrative Assistant II at Borsheims, NE

Jul 2019 - Apr 2022

- Answered and directed an average of 60 calls per day.
- Completed data entry for 500 customer orders.
- Created weekly reports detailing office productivity metrics.
- Managed the scheduling and logistics for 5 company-wide events.
- Trained 2 new administrative assistants on office procedures.

CERTIFICATES

Certified Administrative Professional (CAP)

Dec 2020

Certified Professional Secretary (CPS)

Sep 2019

MEMBERSHIPS

American Association of Administrative Assistants

International Association of Administrative Professionals