

# Elon Hemer

Office Administrative Assistant

## Profile

I am an Office Administrative Assistant with over 3 years of experience providing administrative support to various departments within organizations. I have excellent customer service skills and thrive in a fast-paced environment. I am extremely organized and detail oriented, which allows me to manage multiple tasks simultaneously while maintaining a high level of accuracy. My strong computer skills allow me to efficiently utilize various software programs, including Microsoft Office Suite (Word, Excel, PowerPoint) and Google Docs/Drive. I am also proficient in managing social media accounts for businesses.

## Employment History

### Office Administrative Assistant at Company 1, ID

Apr 2022 - Present

- Answered and directed an average of 100 calls per day.
- Processed an average of 200 invoices per week.
- Maintained calendar and schedule for 3 executives.
- Coordinated travel arrangements for 5 employees.
- Trained 2 new office assistants.

### Office Administrative Assistant II at Company 2, ID

Aug 2019 - Feb 2022

- Assisted with organization and planning of company events, which included booking venues, sending invitations, and coordinating catering.
- Played a key role in office renovations by ordering new furniture and equipment, scheduling repairs and painting, and liaising with vendors.
- Implemented a new filing system for the office that increased efficiency by 30%.
- Answered customer inquiries via phone and email, resolving complaints in a timely manner.
- Trained two new administrative assistants on office procedures.

## Education

### High School Diploma at Harvard University, MA

Sep 2014 - May 2019

I've learned how to study for and take tests, how to do research, and how to write papers.

## Certificates

### Certified Administrative Professional (CAP)

Oct 2020

### Certified Professional Secretary (CPS)

Jul 2019

## Details

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20500

## Links

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

## Skills

Microsoft Office

Google Docs/Sheets

Typing Speed

Data Entry Accuracy

Organization Skills

Time Management Skills

## Languages

English

French

## Hobbies

Organizing

Filing

Answering Phones