



Bobbette Osler

Office Administrator

I am an office administrator with over 5 years experience in the industry. I have a proven track record of providing efficient and effective administrative support to businesses of all sizes. I am highly organised and able to prioritise my work load effectively, always meeting deadlines whilst maintaining a high level of accuracy. My excellent communication skills enable me to build strong working relationships both internally and externally. I take pride in my work and thrive in fast paced environments where no two days are ever the same!

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(446) 752-4874 

W Broadway, Laramie, WY 
82072

Education

**High School Diploma at
Laramie High School,
Laramie, WY**

Sep 2013 - May 2017

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

Links

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

Skills

Microsoft Office



Google Docs



QuickBooks




Customer Service



Data Entry



Filing/Organization •
Scheduling



Languages

English



Italian



Employment History

Office Administrator at Arapahoe Basin, WY

Mar 2022 - Present

- Answered and directed an average of 100 calls per day.
- Managed and scheduled appointments for a team of 10 salespeople.
- Created and distributed weekly sales reports.
- Maintained office supplies inventory, ordered new supplies as needed.
- Processed customer invoices and payments.

Office Assistant at Beaver Creek, WY

Aug 2017 - Feb 2022

- Maintained an 98% accuracy rate while managing inventory for a team of 15.
- Answered an average of 85 calls per day, often resolving complex customer inquiries.
- Processed payroll for a staff of 30 on a bi-weekly basis with zero errors.
- Created and distributed monthly newsletters to 500 subscribers with a 100% open rate.
- Wrote 150+ pages of meeting minutes over the course of 18 months with minimal mistakes.

Certificates

Certified Administrative Professional (CAP)

Jun 2021

Certified Professional Secretary (CPS)

Oct 2019

Memberships

American Association of Administrative Professionals

International Association of Administrative Professionals