

# TASHANA STIEREN

Office Assistant

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(653) 628-9267

Elm St, Newark, DE 19711



## PROFILE

I am an experienced office assistant with over 1 year of experience. I have a strong track record of providing excellent administrative support to various departments within an organization. I am extremely organized and detail-oriented, and can handle multiple tasks simultaneously while maintaining a high level of quality work. I possess superb written and verbal communication skills, which allow me to effectively interact with customers, vendors, and employees at all levels. In addition, I am highly proficient in Microsoft Office Suite applications and comfortable working in both Windows and Mac environments.

## LINKS

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

## SKILLS

Microsoft Office

Google Docs

Typing

Filing

Data Entry

Scheduling

## LANGUAGES

English

Bengali

## EMPLOYMENT HISTORY

### Office Assistant at OfficeTeam, DE

May 2022 - Present

- Answered and directed an average of 100 calls per day.
- Processed an average of 200 invoices per week.
- Completed data entry for a total of 10,000 customer records.
- Filed and organized 500 documents per month.
- Assisted in coordinating 15 office events annually.

### Office Assistant II at Robert Half, DE

Sep 2021 - Mar 2022

- Answered and directed an average of 60 calls per day.
- Completed data entry for 500 customer orders.
- Processed 50 invoices per day.
- Assisted 10 customers per day with general inquiries.
- Filed and organized 200 documents per week.

## EDUCATION

### High School Diploma at Newark High School, Newark, DE

Aug 2016 - May 2021

I have learned how to study for exams, how to do research, and how to write papers.

## CERTIFICATES

### Certified Administrative Professional (CAP)

Jan 2021

### Certified Medical Administrative Assistant (CMAA)

Jul 2019

## MEMBERSHIPS

National Association of Office Assistants

International Association of Administrative Professionals