

Julie Wenbum

(419) 123-4567

JW.Admin@email.com

Executive / Administrative Assistant

Competent administrative right-arm to executives + Certified MS Office Professional

PROFESSIONAL EXPERIENCE

BANKERS OF THE U.S - Findlay, OH

2011 to Present

Executive Secretary to CFO

- Collaborate with management to gather information pertaining to key issues.
- Properly handle the direction of business relations and distribution of literature.
- Coordinate the interviewing process between management, HR, and new hires.
- Assist clients with travel, hotel, and car service arrangements.
- Organize off-site functions involving attendance confirmation, securing of venues, menu choices, travel arrangements, and preparation of materials and presentations.
- Process expense reports and invoices reflecting proper adherence internal practices.
- Assess assignments to determine the prioritization of workflow and screen all calls.
- Devise and maintain departmental and confidential digital / paper file management systems.

CERAMICS FOR KIDDIES - Findlay, OH

2007 to 2011

Administrative Assistant to Controller

- Provided administrative support to the Controller of Finance and Area Managers.
- Organized meetings, agendas, travel arrangements, itineraries, expense reports.
- Maintained attendance records of 35 departmental personnel for two business offices.
- Handled the inventory and requisitioning of supplies adhering to a strict budget.
- Assisted with preparing complex databases, with ad hoc projects, and overflow work.

EDUCATION

SECRETARIAL SCHOOL OF OHIO - Toledo, OH
Certification of Completion in Secretarial Administration