

BELAMIE PADDOCK

(901) 123-4567

sampleresumetemplates@gmail.com

FRONTLINE ADMIN TO SENIOR EXECUTIVES

Trusted admin to executives across food service, manufacturing, and healthcare organizations

- Project-oriented with excellent advanced research and superior organizational and communication skills.
- Well-rounded experience in customer service, sales, and human resources.
- Analytical with a financial acumen for preparing payroll, reconciling invoices, and tracking budgets.
- Proficient in Office 365 programs with a proven ability to quickly learn and teach new software.

PROFESSIONAL EXPERIENCE

Administrative Assistant | ENDEN-ZORK - Arlington, TN 2015 – Present

- Provide frontline support to managers and oversee support assistants for this food products brand.
- Liaise between cross-department personnel at Corporate HQ and worldwide offices.
- Coordinate international travel and hotel arrangements for Executive Director and teams.
- Review, handle, and distribute confidential and classified mail and correspondence.
- Handle the Director's busy calendar and travel agenda and take Meeting Minutes.
- Maintain on-going supplies inventory and working with AP on T&E reimbursements.

Administrative Assistant | SHOVELS & BARNS - Nashville, TN 2007 – 2015

- Supported three executives for this manufacturer and national distributor of medical supplies.
- Organized activities, planned meetings, and coordinated large-scale vendor events.
- Served as a key resource person on personnel policies, procedures, and organizational charts.
- Assisted the HR Department with all phases of the candidate interview process for the Corporate office.
- Maintained employee timesheets and attendance records.
- Prepared and kept managers apprised of new meetings and project updates.
- Scheduled and coordinated staff meetings, from PPT presentations to large-scale catering.

Administrative Assistant | BOOKHEADS INTERNATIONAL - Nashville, TN 2004 – 2007

- Prepared mandatory budget and departmental reports.
- Processed weekly payroll and maintained confidential personnel files.
- Maintained employee timesheets and attendance records.
- Created Excel spreadsheet for preparing weekly progress and T&E reports.
- Resolved problems in alignment with policies and procedures.
- Created an alpha-numeric file management system.
- Sourced and selected vendor for annual offsite archiving.

EDUCATION

TENNESSEE COMMUNITY COLLEGE | Nashville, TN
Associates in Secretarial Science

COMPUTER SKILLS

MS Word, Excel, PowerPoint, Access (Office 365) and QuickBooks