

Zoey Mia Kennedy
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Profile

Technology-savvy office assistant with 15 years of experience in a fast-paced office environment. Proven track record of accurately maintaining records and generating reports. Driven to ensure the success of the organization.

Professional Experience

HR Office Assistant, Tech Systems USA, Tampa, FL

December 2013 - Present

- Answer phone calls and emails on behalf of the Senior HR Director
- Maintain the weekly calendar of the Senior HR Director by scheduling meetings and ensuring that no conflicts occur
- Plan and coordinate department teamwork activities and company events
- Prepare correspondence on behalf of the Senior HR Director
- Produce or generate reports, charts, graphs, and diagrams to be used in HR meetings

Office Assistant, JXR Corporation, Tampa, FL

September 2009 - November 2013

- Monitored and responded to client emails
- Answered telephone inquiries in a professional manner
- Performed data entry tasks for all client orders
- Designed surveys and tracked responses to determine client satisfaction
- Created a new document organizing system that reduced clerical errors by 23%

Junior Office Assistant, Z and R Properties, Tampa, FL

June 2005 - August 2009

- Served as an office assistant to all of the staff, including property agents, property managers, accountants.
- Screened rental application to ensure that applicants met the minimum requirements
- Answered phone and email inquiries or directed the inquiry to the correct staff member.

Education

Bachelor of Arts in Business Administration

The University of Florida, Tampa, FL September 2001- June 2005

Key Skills

- Customer Service
- Punctual
- Organized
- Team player
- Able to follow directives
- Professional
- Editing and proofreading
- Microsoft Office Suite
- Database Management
- Quickbooks