

Sarah Jones

Front Office Receptionist

61 1900 654 321

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www.wozber.com

Sydney, NSW

EXPERIENCE

HR Assistant

Donna

01/2015 - Present

- Directly assisted the HR manager in performing internal HR functions such as managing resumes and preparing various business documents.
- Organized content for our employer branding strategy via channels such as Glassdoor, LinkedIn, and other media networks.
- Searched for professionals using LinkedIn and alumni databases, ensuring background checks and experience.
- Responsibly administrated the manager's MS Office documents, forms, emails, and calendar.
- Monitored, documented and prepared weekly and monthly performance status reports.

Office Receptionist

Sunshine Inc.

08/2013 - 12/2014

- Transformed manual processes into a computerized, well-documented standard operating procedures system (SOP).
- Performed daily administrative functions such as answering calls and emails, greeting visitors, invoicing, and maintaining the inventory of office supplies
- Managed and prepared multiple reports, spreadsheets, documents and other forms and handled all media and PR inquiries.
- Scheduled meetings and managed the calendar, took the meeting minutes and forwarded the minutes via email to all the partners.

SKILLS

Administrative Skills	Expert
Time Management	Expert
LinkedIn	Expert
Word	Expert
Excel	Advanced
Outlook	Expert
PowerPoint	Advanced
Keynote	Beginner
Pages	Intermediate
Google Drive	Beginner

LANGUAGES

English	Native
Spanish	Basic

EDUCATION

Business Administration

The University of Sydney

2013

Bachelor of Science