

Emma Anderson

Office Administrator

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EXPERIENCE

Office Administrative Assistant

Dolited Inc.

01/2015 - Present

- Performed daily administrative functions such as answering calls and emails, scheduling meetings, writing multiple reports and other forms.
- Provided constant and reliable administrative support to 20 office team members.
- Assisted the HR manager by maintaining personnel files for job applicants as well as active and terminated employees.
- Maintained, coordinated and updated the client database, records and mailing lists.
- Maintained an inventory of office supplies.

Assistant Manager

Krocking's

08/2013 - 12/2014

- Directly assisted the e-commerce manager in performing internal marketing functions, including keyword and competitor analysis for sales purposes.
- Responsibly administrated the manager's MS Office documents, forms, emails, and calendar.
- Monitored, documented and prepared weekly expense and performance status reports.
- Prepared graphical presentations for sales meetings.

EDUCATION

Business Administration

Kaplan University

2013

Bachelor of Science in Business Administration

Made a 50 pages Bachelor's work about Krocking's business service quality improvement.

SKILLS

Administrative Skills	Expert
Time Management	Expert
PowerPoint	Expert
Word	Expert
Excel	Expert
Trello	Expert
SAP Commerce	Advanced
SAP Finance	Advanced
SAP Analytics	Advanced
Keynote	Intermediate
Google Drive	Beginner

LANGUAGES

English	Native
Spanish	Intermediate