

ADMINISTRATIVE ASSISTANT III

Summary

Forward-thinking Executive Assistant accomplished in aiding company leaders with key functions. Gifted at managing busy schedules, organizing projects and providing stellar administrative support to executive team. Analyzes, prioritizes and completes tasks with professionalism and sound judgment. Motivated Executive Assistant with 35 years of experience offering office support in Retail industry. Energetic and reputable individual possessing strong work ethic, professional demeanor and superb initiative. Exceptional customer service and decision-making skills.

Skills

- Spreadsheet creation
- Scheduling
- Technologically savvy
- Travel Planning
- Event coordination
- Executive presentation development
- Proper phone etiquette
- Database management
- Strong problem solver
- Excel spreadsheets
- Self-starter
- Payroll
- Understands grammar
- Invoice processing
- Business correspondence
- Meticulous attention to detail
- Mail management
- Meeting planning
- Customer service-oriented
- Appointment setting
- Travel administration
- Professional and mature
- Articulate and well-spoken
- Administrative support specialist

Experience

TJX Corporation | Framingham, MA
Administrative Assistant III
09/2019 - 04/2023

- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Provided high level diversified administrative support for nearly four decades and office management support while building cooperative working relationships.
- Inventoried and ordered supplies for office.
- Scheduled appointments, meetings and events for management staff.
- Responded effectively to sensitive inquiries or complaints.
- Travel arrangements for multiple executives, create

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Study Guide for Jones & Bartlett Learning's Administrative Medical Assisting Julie Ledbetter,2020-04-23

Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning s Administrative Medical Assisting Fourth Edition is more than just a textbook it s an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they ll need in today s rapidly changing health care environment *OCP: Oracle 10g Administration II Study Guide* Doug Stuns,Tim Buterbaugh,Bob Bryla,2006-02-20 Here s the book you need to prepare for the Oracle Database 10g Administration II exam 1Z0 043 This Study Guide was developed to meet the exacting requirements of today s Oracle certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide selection in CertCities Readers Choice Awards for two consecutive years this book provides Clear and concise information on advanced database administration with Oracle 10g Practical examples and insights drawn from the authors real world experiences Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Configuring Recovery Manager Understanding the Flashback Database Recovering from User Errors Working with Globalization Support Using the Scheduler to Automate Tasks Monitoring and Managing Storage Securing the Oracle Listener Look to Sybex for the knowledge and skills needed to succeed in today s competitive IT marketplace

Study Guide for Kinn's The Administrative Medical Assistant - E-Book Brigitte Niedzwiecki,Julie Pepper,P. Ann

Weaver,2022-06-24 Designed to support the trusted content in Kinn s The Administrative Medical Assistant 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure you master and apply administrative medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years as a key part of the student journey from classroom to career it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Comprehensive coverage of all administrative procedures gives you an overview of everything you need to know to work in a medical office job Hundreds of practice questions test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance toward mastery of key skills and job readiness Work products allow you to provide documentation to instructors or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allow you to test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and

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