

John Smith

OFFICE ASSISTANT



PROFILE

Dedicated and detail-oriented office assistant with exceptional organisational and communication skills. Highly adept at managing administrative tasks and providing comprehensive support to ensure the smooth operation of office environments. Proven ability to handle multiple responsibilities efficiently and maintain a high level of professionalism. Proficient in office productivity software and experienced in file management, scheduling and data entry. Strong interpersonal skills with a focus on delivering excellent customer service.

EDUCATION

Western Sydney University

Bachelor of Arts in Business Administration
2020-2022

TAFE, NSW

Associate Degree in Business
Administration
2016-2020

LANGUAGES

English - Native
Spanish - C1

PROFESSIONAL EXPERIENCE

ABC Radio

Office Assistant | Jan 2020 - Current

- Provided comprehensive administrative support to a team of 20 employees, including executive staff.
- Managed calendars, scheduled meetings and made travel arrangements for executives.
- Handled incoming calls, screened inquiries and directed calls to appropriate personnel.
- Prepared and edited correspondence and reports.

Optus Pty Ltd.

Office Assistant | Dec 2018 - Jan 2020

- Managed office supplies, maintained inventory and placed orders as needed.
- Assisted in organising company events, including conferences and team-building activities.
- Handled sensitive and confidential information with utmost discretion and maintained confidentiality protocols.

Ginyard International Co.

Administrative Intern | Dec 2016 - Dec 2018

- Assisted the administrative team with various tasks, including data entry, filing and document preparation.
- Answered phone calls, responded to inquiries and provided general office support.
- Maintained and organised files and records in a systematic manner.

SKILLS

- Multitasking
- Problem-solving
- Adaptability
- Professionalism
- Teamwork
- Confidentiality
- Prioritisation
- Office equipment operation



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