

Alanda Bayuk

Admin

Profile

Dedicated Administrative Professional with 1 year of experience providing efficient support in fast-paced office environments. Skilled in managing schedules, organizing tasks, and maintaining documentation while prioritizing deadlines. Strong communication and interpersonal skills with a keen eye for detail. Proficient in Microsoft Office Suite and various administrative tools. Committed to continuously improving administrative processes to optimize productivity and client satisfaction.

Employment History

Administrative Assistant at Admin & Co. LLC, CT

Mar 2023 - Present

- Successfully streamlined office operations at Admin & Co. LLC, CT, resulting in a 20% increase in efficiency by implementing a new document management system and optimizing the use of office resources.
- Coordinated and managed over 100 events and meetings for the company, ensuring seamless execution and a 25% increase in overall client satisfaction ratings.
- Reduced annual supply expenses by 15% through diligent research and negotiation with vendors, ultimately saving the company \$5,000 in costs.

Office Administrator at CT Administrative Solutions Inc., CT

Jul 2022 - Jan 2023

- Successfully implemented a new scheduling system for CT Administrative Solutions Inc., increasing appointment booking efficiency by 25% and reducing scheduling conflicts by 40%.
- Streamlined the office supply inventory management process, resulting in a 30% cost reduction in office supplies and a 20% decrease in order processing time.
- Developed and executed a comprehensive training program for new hires, leading to a 35% increase in employee retention rate and a 15% improvement in overall staff productivity.

Education

Bachelor of Business Administration in Office Management at University of Connecticut, Storrs, CT

Aug 2018 - May 2022

Relevant Coursework: Office Management, Business Communication, Project Management, Human Resource Management, Operations Management, Business Ethics, Organizational Behavior, Marketing, Financial Accounting, and Business Law.

Certificates

Certified Administrative Professional (CAP)

Sep 2021

Details

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Links

[linkedin.com/in/alandabayuk](https://www.linkedin.com/in/alandabayuk)

Skills

Microsoft Excel

Google Workspace

QuickBooks

Salesforce CRM

Adobe Acrobat

Asana Project Management

Slack Communication

Languages

English

Italian

Hobbies

Photography

Gardening

Playing the guitar