

Mathilde Colacicco

Administrative Clerk

Profile

Details

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(792) 557-3486

125 Main St, Buffalo, NY 14203

Dedicated Administrative Clerk with 1 year of experience in providing exceptional organizational and administrative support. Adept at managing multiple tasks, coordinating office activities, and implementing efficient filing systems. Proficient in Microsoft Office Suite and committed to maintaining a high level of accuracy and confidentiality. Demonstrated ability to adapt in fast-paced environments and contribute to a collaborative team.

Employment History

Administrative Clerk at Clerk Solutions Inc., NY

Apr 2023 - Present

- Successfully managed and streamlined the processing of over 500 invoices per month, resulting in a 25% reduction in processing time and a 15% decrease in errors for Clerk Solutions Inc., NY.
- Coordinated and organized the company's annual conference with over 200 attendees, securing sponsorships worth \$50,000 and ensuring the event ran smoothly without any logistical issues.
- Implemented a new digital filing system for Clerk Solutions Inc., NY, that increased efficiency by 30% and reduced paper usage by 20%, ultimately saving the company \$10,000 annually in office supplies and storage costs.

Junior Administrative Clerk at , NY

Sep 2022 - Feb 2023

- Successfully managed the scheduling and coordination of over 150 meetings and events, resulting in a 25% increase in office efficiency and collaboration within the team.
- Streamlined the filing system for over 10,000 documents, reducing document retrieval time by 30% and significantly improving overall office organization.
- Implemented a new digital expense tracking system, which reduced processing time by 40% and led to a 15% decrease in errors and discrepancies.

Education

Associate of Applied Science in Office Administration at Monroe Community College, Rochester, NY

Aug 2018 - May 2022

Relevant Coursework: Office Management, Business Communications, Information Systems, Office Software Applications, Records Management, Administrative Procedures, Accounting Principles, Human Resource Management, and Customer Service.
