

DEVONIA JAKOUBEK

Administrative Office Assistant

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(177) 414-6213

1234 Liberty Street, Philadelphia, PA
19148



PROFILE

Dedicated Administrative Office Assistant with 1 year of experience in providing exceptional support to busy offices. Adept in managing multiple tasks, streamlining processes, and handling correspondence. Demonstrates excellent communication, organizational, and time management skills, contributing to increased office efficiency and productivity.

LINKS

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

SKILLS

Microsoft Excel

QuickBooks

Data Entry

Google Workspace

Adobe Acrobat

Salesforce CRM

PowerPoint

LANGUAGES

English

Dutch

HOBBIES

Organizing and planning events
Scrapbooking and crafting

EMPLOYMENT HISTORY

● Administrative Office Assistant at Comcast Corporation, PA

Apr 2023 - Present

- Successfully managed and organized a filing system for over 10,000 client records, improving overall efficiency by 25% and reducing document retrieval time by 50%.
- Streamlined the scheduling process for 20+ employees and executives, reducing scheduling conflicts by 40% and increasing productivity by 15%.
- Coordinated and executed 50+ company events and meetings, including travel arrangements and accommodations for all attendees, resulting in a 95% satisfaction rate from participants.
- Reduced office supply expenses by 30% through the implementation of an inventory tracking system and strategic vendor negotiations, saving the company \$15,000 annually.

● Junior Administrative Office Assistant at PNC Financial Services Group, PA

Sep 2022 - Feb 2023

- Successfully managed and organized over 500 important client files, ensuring accurate record-keeping and easy access to information for the team.
- Streamlined office communication by implementing a new email filing system, reducing response times by 25% and enhancing team efficiency.
- Coordinated and scheduled 30+ meetings per month for senior staff members, resulting in a 15% increase in overall team productivity.

EDUCATION

Associate of Applied Science in Office Administration at Harrisburg Area Community College, Harrisburg, PA

Aug 2018 - May 2022

Relevant Coursework: Office Management, Business Communications, Administrative Procedures, Computer Applications, Records Management, Accounting Principles, and Customer Service.

CERTIFICATES

Certified Administrative Professional (CAP)

Dec 2021

Microsoft Office Specialist (MOS)

Mar 2020