

Disha Chaplik

Administrative Officer

Profile

Dedicated Administrative Officer with 1 year of experience in providing exceptional administrative support, streamlining office operations, and managing multiple tasks in fast-paced environments. Adept at fostering strong relationships with clients and colleagues, with excellent communication and organizational skills. Committed to continuous professional growth and delivering high-quality results to enhance organizational success.

Employment History

Administrative Officer at Florida Power & Light Company, FL

May 2023 - Present

- Successfully managed a team of 10 administrative staff, resulting in a 15% increase in overall efficiency and a 20% reduction in errors for the Florida Power & Light Company.
- Streamlined the procurement process by implementing an automated system, which led to a 25% reduction in processing time and saved the company \$100,000 annually.
- Coordinated and executed over 50 company events, including conferences, trainings, and team-building activities, with an average satisfaction rating of 4.5 out of 5 from attendees.

Assistant Administrative Officer at Publix Super Markets, FL

Jul 2022 - Apr 2023

- Successfully managed and coordinated over 50 weekly schedules for employees, resulting in a 15% reduction in overtime costs and increased overall productivity by 20%.
- Implemented a new digital filing system that streamlined document retrieval processes, reducing time spent searching for files by 30% and improving overall office efficiency.
- Coordinated and executed quarterly team-building events for over 200 employees, leading to a 25% increase in employee satisfaction ratings and a 10% reduction in staff turnover.
- Conducted a thorough review and analysis of the department's budget, identifying areas for cost savings and implementing cost control measures, resulting in a 12% decrease in expenses over the fiscal year.

Certificates

Certified Administrative Professional (CAP)

Aug 2021

International Association of Administrative Professionals (IAAP) Certification

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📍 1234 Sunshine Lane, Orlando, FL 32828, US

Education

Bachelor of Business Administration in Office Management at Florida International University, Miami, FL

Aug 2017 - May 2022

Relevant Coursework: Business Communications, Office Technology, Project Management, Human Resources Management, Business Ethics, Operations Management, and Finance & Accounting.

Links

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

Skills

Time-management

Microsoft Excel

Google Workspace

Data analysis

QuickBooks

Conflict resolution

Adobe Acrobat

Languages

English

French