


Teralee Jupe

Administrative Secretary

Dedicated Administrative Secretary with one year of experience providing exceptional support to management and staff. Proficient in office management, scheduling, and document preparation, with strong attention to detail and excellent communication skills. Adept at prioritizing tasks and multitasking to ensure efficiency and productivity in a fast-paced work environment. Striving to continuously enhance administrative processes to contribute to the growth and success of the organization.

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(135) 614-2384 

123 Maple Street, Concord, NH 
03301

Education

**Associate of Applied Science
in Administrative Assistance
at Lakes Region Community
College, Laconia, NH**

Aug 2017 - May 2022

Relevant Coursework: Office
Management, Business
Communications, Microsoft
Office Suite, Records
Management, Accounting
Principles, Human Resources,
and Customer Service.

Links

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

Skills

Microsoft Office



Time management



Multitasking



Google Workspace



Adobe Acrobat



Communication



Organization



Employment History

Administrative Secretary at Granite State Administrators, NH

Mar 2023 - Present

- Successfully managed and organized over 500 company files and documents, resulting in a 30% increase in efficiency for Granite State Administrators, NH.
- Streamlined the scheduling process for over 100 meetings and events per month, leading to a 25% reduction in scheduling conflicts and improved overall office productivity.
- Implemented a new system for tracking and ordering office supplies, reducing costs by 20% and ensuring timely delivery of essential items for all employees.
- Assisted in the onboarding and training of 10 new employees, improving the overall team performance and contributing to a 15% increase in company revenue.

Junior Administrative Secretary at New Hampshire Secretarial Services, NH

Jul 2022 - Feb 2023

- Successfully managed the scheduling and coordination of over 150 client meetings per month, ensuring seamless communication and organization for all parties involved.
- Streamlined the document filing system, leading to a 35% increase in efficiency and ease of access for team members searching for critical information.
- Implemented a new customer service protocol that resulted in a 25% reduction in client complaints and a significant improvement in overall client satisfaction ratings.
- Spearheaded the training and onboarding of three new administrative staff members, effectively reducing their learning curve by 50% and contributing to higher workplace productivity.

Certificates

Certified Administrative Professional (CAP)

Nov 2021

Certified Executive Assistant (CEA)

Jan 2020