

NYA KARASH

Administrative Specialist

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(487) 867-2828

123 Peachtree St, Atlanta, GA 30303



PROFILE

Proactive Administrative Specialist with 1 year of experience in providing high-quality administrative support and streamlining office operations. Adept at managing schedules, coordinating events, and handling correspondence with a keen eye for detail and strong organizational skills. Proficient in MS Office Suite and modern office technologies. Committed to enhancing office productivity and efficiency, while maintaining a professional and approachable demeanor.

LINKS

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

SKILLS

QuickBooks

Microsoft Excel

PowerPoint

Salesforce

Google Workspace

Trello

Asana

LANGUAGES

English

Dutch

HOBBIES

Organizing events

EMPLOYMENT HISTORY

● Administrative Specialist at Georgia Power Company, GA

Mar 2023 - Present

- Successfully managed a \$2 million office renovation project, completing it 3 months ahead of schedule and 10% under budget, resulting in a more efficient and modern workspace for over 100 employees.
- Streamlined office processes by implementing an electronic filing system, reducing paper usage by 60% and saving the company \$15,000 annually in printing and storage costs.
- Coordinated and executed more than 20 company-wide events annually, including training sessions, team-building activities, and executive meetings, improving employee engagement by 25%.
- Reduced invoice processing time by 30% through the implementation of a new accounts payable software, increasing efficiency and accuracy for the finance department.

● Administrative Assistant at Randstad USA, GA

Sep 2022 - Feb 2023

- Successfully managed and coordinated a team of 10 administrative staff, resulting in a 30% increase in overall efficiency and productivity within the office.
- Streamlined the scheduling process for over 50 weekly meetings, reducing room booking conflicts by 60% and enhancing overall office organization.
- Implemented a new digital filing system, leading to a 40% reduction in paper usage and a 25% decrease in document retrieval time for the entire office.
- Assisted in the planning and execution of company events and conferences, accommodating up to 200 attendees and receiving a 95% satisfaction rate from both internal and external participants.

EDUCATION

Associate of Applied Science in Office Administration at Savannah Technical College, Savannah, GA

Aug 2018 - May 2022

Relevant Coursework: Office Management, Business Communication, Records Management, Office Technology, Administrative Procedures, Accounting Principles, Human Resources, and Customer Service.

CERTIFICATES

Certified Administrative Professional (CAP)

Oct 2021