

MELORA VITALIANO

Administrative Assistant

melora.vitaliano@gmail.com

(532) 148-5884

123 Main St, Buffalo, NY 14201



PROFILE

As an Administrative Assistant with over a year of experience, I successfully managed a wide range of administrative tasks, including scheduling appointments, managing correspondence, and maintaining organized filing systems. My excellent communication skills, both written and verbal, allowed me to effectively liaise with clients and colleagues, ensuring smooth and efficient day-to-day operations. My proficiency in Microsoft Office programs, including Word, Excel, and PowerPoint, enabled me to efficiently create and edit documents, spreadsheets, and presentations as needed. In my role, I consistently demonstrated my ability to multitask and prioritize tasks to meet deadlines, contributing to the overall success of my team.

LINKS

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

SKILLS

Organizational skills

Time management

Communication (written and verbal)

Problem-solving abilities

Attention to detail

Proficiency in Microsoft Office Suite

Customer service orientation

LANGUAGES

EMPLOYMENT HISTORY

Administrative Assistant at Guggenheim Partners, NY

Jan 2023 - Present

- Successfully managed a daily calendar for 5 executives, coordinating over 1,000 meetings and conference calls annually, resulting in a 95% on-time attendance rate.
- Streamlined the travel booking process, reducing travel expenses by 20% and saving the company over \$50,000 annually by negotiating with vendors and identifying cost-effective travel options.
- Implemented a new filing system for over 10,000 documents, reducing document retrieval time by 30% and improving overall office efficiency.

Junior Administrative Assistant at Deloitte, NY

Jul 2022 - Dec 2022

- Successfully streamlined the scheduling process for a team of 50 employees, resulting in a 30% reduction in scheduling conflicts and a 20% increase in overall productivity.
- Implemented a new filing system for all client-related documents, leading to a 25% reduction in document retrieval time and a 15% decrease in lost or misplaced files.
- Coordinated and executed over 100 successful client meetings and events within one year, contributing to a 10% increase in client satisfaction ratings and strengthening relationships with key clients.

EDUCATION

Associate of Applied Science in Administrative Assistance at Monroe Community College, Rochester, NY

Aug 2017 - May 2022

Relevant Coursework: Office Administration, Business Communications, Document Processing, Spreadsheet and Database Management, Office Technology, Business Law, and Accounting Principles.

CERTIFICATES

Certified Administrative Professional (CAP)

Aug 2021

Microsoft Office Specialist (MOS)

Oct 2019

MEMBERSHIPS

International Association of Administrative Professionals (IAAP)

Association of Executive and Administrative Professionals (AEAP)