

Phyllis Roupe

Administrative Assistant

Profile

I am an organized and detail-oriented administrative assistant with over 1 year of experience in a fast-paced office environment. I have a proven track record of providing excellent administrative support while managing multiple projects with accuracy and efficiency. I am highly proficient in Microsoft Office Suite, and I possess excellent customer service and communication skills. I am comfortable working independently or as part of a team to ensure that all tasks are completed accurately and on time. I am reliable and dependable with a strong work ethic. I am confident in my ability to provide exceptional administrative services to any organization.

Employment History

Administrative Assistant at Iowa State University, IA

Nov 2022 - Present

- Managed the scheduling of over 70 appointments per month for faculty and staff at Iowa State University, resulting in an increase of efficiency by 15%.
- Developed a comprehensive filing system which enabled quick retrieval of documents needed to complete administrative tasks. This resulted in saving 20 hours each week on paperwork alone.
- Created monthly reports detailing budget usage within departments across the university that led to cost savings up to \$50K annually.
- Organized 10 successful events with more than 330 attendees throughout the year; this included managing catering services and reserving event space as well as coordinating presentations given by various speakers from around campus.

Administrative Assistant II at University of Iowa, IA

Sep 2022 - Oct 2022

- Developed a new filing system to organize over 5,000 student records that resulted in an 80% decrease of staff search time.
- Created and implemented a comprehensive training program for administrative assistants involving 10 sessions per month with attendance averaging 120 people each session.
- Streamlined the recruitment process by creating onboarding checklists that decreased processing time from 2 weeks down to 4 days for all incoming employees at University of Iowa's HR department.
- Assisted in developing budget plans resulting in saving \$50,000 annually across multiple departments within university campus.

Education

Associate's Degree in Business Administration at Des Moines Area Community College, Des Moines, IA

Sep 2018 - May 2022

Relevant Coursework: Accounting, Business Law, Human Resources, Marketing, and Economics.

Certificates

Details

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Des Moines, IA

Links

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

Skills

Organization

Communication

Time Management

Microsoft Office Suite

Attention to Detail

Problem Solving

Multi-tasking

Languages

English

Portuguese

Hobbies

Gardening

Crafting

Cooking