

Melvine Kobren

Office Administrative Assistant

✉ melvine.kobren@gmail.com

☎ (514) 534-7822

📍 123 Maple Street, Portland,
ME 04101

Education

**Associate of Applied Science
in Office Administration at
Southern Maine Community
College, South Portland, ME**

Sep 2018 - May 2022

Relevant Coursework: Business
Communications, Office
Procedures, Document
Processing, Records
Management, Administrative
Support Software, Accounting
Principles, and Human Resource
Management.

Links

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

Skills

Microsoft Excel

QuickBooks

Data Entry

PowerPoint

Google Suite

Adobe Acrobat

Salesforce

Languages

English

Arabic

Profile

Diligent Office Administrative Assistant with 1 year of experience in efficiently managing administrative tasks in fast-paced environments. Adept at handling appointments, correspondence, and data management, while maintaining a strong focus on accuracy and time management. Demonstrated ability to easily adapt to new software and technologies, ensuring streamlined office operations and increased productivity. Committed to providing exceptional support to team members and fostering a positive work environment.

Employment History

Office Administrative Assistant at Maine Revenue Services, ME

Mar 2023 - Present

- Successfully streamlined office operations, increasing efficiency by 30% through the implementation of a new document management system and digital filing processes.
- Coordinated and managed over 200 meetings, conferences, and events annually, ensuring smooth operations and a high level of attendee satisfaction.
- Reduced office supply costs by 25% by renegotiating vendor contracts and implementing an inventory tracking system to minimize waste and unnecessary purchases.
- Trained and supervised a team of 5 administrative support staff, improving overall productivity by 20% and reducing employee turnover by 15%.

Junior Office Administrative Assistant at Maine Department of Health and Human Services, ME

Sep 2022 - Feb 2023

- Successfully managed the scheduling and coordination of over 200 appointments and meetings per month for department staff, resulting in an increase in productivity by 15%.
- Streamlined office operations by implementing a new filing system that reduced document retrieval time by 25% and increased overall efficiency.
- Reduced department expenses by 10% through diligent monitoring of office supply usage and negotiating with vendors for better pricing on bulk orders.
- Spearheaded the organization of three major department events, including a training seminar for 50 employees and two charity fundraisers, raising a total of \$5,000 for local causes.

Certificates

Certified Administrative Professional (CAP)

Mar 2022

Microsoft Office Specialist (MOS)

Aug 2020