



PROFILE

Detail-oriented and highly organized Office & Administrative professional with 1 year of experience in providing exceptional administrative support, managing office operations, and enhancing workplace efficiency. Proficient in Microsoft Office Suite, data entry, and scheduling. Strong multitasking, communication, and time management skills, with a proven ability to prioritize tasks and meet deadlines in fast-paced environments. Committed to delivering high-quality results and maintaining confidentiality and professionalism.

LINKS

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

SKILLS

Microsoft Excel

QuickBooks

Data Entry

PowerPoint Presentations

Adobe Acrobat

Google Workspace

Salesforce CRM

LANGUAGES

English

Hindi

EMPLOYMENT HISTORY

Office Administrator at Robert Half, MS

May 2023 - Present

- Successfully streamlined office operations by implementing new filing systems and organizational processes, resulting in a 30% reduction in time spent on administrative tasks.
- Coordinated and managed all aspects of office events, including venue selection, catering, and budgeting, leading to a 20% increase in employee satisfaction scores and a 15% reduction in event costs.
- Reduced office supply expenses by 25% through diligent inventory management and negotiating better pricing with vendors, saving the company \$10,000 annually.
- Improved interdepartmental communication by spearheading the implementation of a new project management software, leading to a 40% increase in on-time project completions and a 10% decrease in employee overtime hours.

Administrative Assistant at Express Employment Professionals, MS

Aug 2022 - Mar 2023

- Successfully streamlined office operations, resulting in a 25% increase in overall efficiency and a 20% reduction in resource waste.
- Managed and organized a database of over 2,000 clients, leading to a 15% improvement in client satisfaction and a 10% increase in repeat business.
- Coordinated and executed over 50 successful corporate events and meetings, contributing to a 30% growth in company revenue within one year.
- Implemented a new filing system that reduced document retrieval time by 40%, leading to increased productivity and improved workflow among team members.

EDUCATION

Associate of Applied Science in Office Administration at Hinds Community College, Raymond, MS

Sep 2018 - May 2022

Relevant Coursework: Office Management, Business Communications, Administrative Procedures, Accounting Principles, Information Systems, Records Management, Office Software Applications, and Customer Service.

CERTIFICATES

Certified Administrative Professional (CAP)

Feb 2022