


Kaydee Stelle

Office Secretary

Dedicated Office Secretary with 1 year of experience in providing exceptional administrative support to ensure smooth office operations. Proficient in managing schedules, coordinating meetings, and organizing documents. Demonstrates strong communication skills, attention to detail, and a proactive approach to problem-solving. Adept at multitasking in a fast-paced environment and committed to delivering a high level of service to colleagues and clients.

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1234 Liberty Street, 
Philadelphia, PA 19103

Education

**Associate of Applied Science
in Office Administration at
Harrisburg Area Community
College, Harrisburg, PA**

Aug 2018 - May 2022

Relevant Coursework:

Office Management,
Business Communications,
Administrative Procedures,
Records Management,
Customer Service, Computer
Applications, Accounting
Principles, Human Resources,
and Office Software Suites.

Links

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

Skills

Typing



Scheduling



Multitasking



Microsoft Office



Adobe Acrobat



Data Entry



Customer Service



Employment History

Office Secretary at Pennsylvania Business Central, PA

May 2023 - Present

- Successfully managed and organized over 500 client files, resulting in a 30% increase in efficiency for document retrieval and processing.
- Streamlined the appointment scheduling process by implementing an online booking system, leading to a 25% reduction in scheduling conflicts and a 40% increase in overall office productivity.
- Coordinated and executed over 50 successful company events and meetings, including a regional conference with 200 attendees, contributing to a 15% increase in client satisfaction and retention.
- Reduced office supply costs by 20% through diligent inventory management and strategic vendor negotiations, saving the company \$10,000 annually.

Administrative Assistant at The MCS Group, PA

Sep 2022 - Mar 2023

- Successfully managed a high volume of over 200 client accounts, ensuring timely responses to inquiries and maintaining a 98% client satisfaction rate.
- Streamlined office processes by implementing a new digital filing system, reducing document retrieval time by 30% and increasing overall efficiency.
- Coordinated and executed over 50 company events, including meetings, conferences, and training sessions, leading to a 25% increase in employee engagement and collaboration.
- Reduced office supply expenses by 20% through diligent inventory management and strategic vendor negotiations, resulting in annual savings of \$10,000 for the company.

Certificates

Certified Administrative Professional (CAP)

Dec 2021

Microsoft Office Specialist (MOS)

Nov 2020

Memberships