

DALLAS BURTIS

Staff Assistant

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(854) 679-2034

1234 Oak Street, Charlotte, NC 28205



PROFILE

Dedicated Staff Assistant with 1 year of experience providing administrative support to various departments. Adept at managing multiple tasks with strong attention to detail, excellent communication skills, and a proactive approach to streamlining processes. Proficient in Microsoft Office Suite and adept at learning new software quickly. Demonstrated ability to work both independently and in team settings, consistently delivering high-quality work on time.

LINKS

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

SKILLS

Time management

Microsoft Office

Google Workspace

Data entry

Customer service

Adobe Acrobat

Multitasking

LANGUAGES

English

Russian

HOBBIES

Photography

EMPLOYMENT HISTORY

● Staff Assistant I at North Carolina Department of Transportation, NC

Apr 2023 - Present

- Successfully managed a budget of over \$500,000 for office supplies and equipment, reducing overall costs by 15% through diligent monitoring and negotiation with vendors.
- Streamlined the department's document filing system, increasing efficiency by 25% and reducing misplaced files by 40%, leading to improved accessibility and organization for all staff members.
- Coordinated and scheduled over 200 meetings and events annually, ensuring smooth operations and communication within the department and with external stakeholders, resulting in a 30% increase in overall productivity.

● Staff Assistant II at Novant Health, NC

Aug 2022 - Mar 2023

- Successfully streamlined administrative processes for a team of 20 healthcare professionals, reducing paperwork processing time by 30% and increasing overall team efficiency.
- Coordinated and managed the scheduling of over 200 patient appointments per week, resulting in a 15% increase in patient satisfaction scores and a 10% reduction in appointment wait times.
- Implemented a new inventory management system for medical supplies, reducing supply costs by 20% and minimizing stock shortages by 25%.

EDUCATION

Associate of Applied Science in Office Administration at Central Piedmont Community College, Charlotte, NC

Aug 2017 - May 2022

Relevant Coursework: Office Management, Business Communications, Administrative Procedures, Accounting Principles, Microsoft Office Suite, Records Management, and Customer Service.

CERTIFICATES

Certified Administrative Professional (CAP)

Feb 2022

International Association of Administrative Professionals (IAAP) Certification

May 2020