



Ellie Employable

Administrative Assistant

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SUMMARY OF QUALIFICATIONS

- 2 years' experience as an administrative assistant in an office setting
- Administrative Assistant Diploma (2015)
- Bilingual: English and French
- Computer skills: Word, Excel, PowerPoint, Outlook and Database experience
- Able to work alone without supervision and as part of a team
- Detail oriented and able to work in a fast paced environment
- Exceptional time management, multi-tasking, planning, interpersonal and organizational skills

WORK EXPERIENCE

Administrative Assistant

2015-2017

ABC Inc., Ottawa, Ontario

- Prepared, corrected and formatted documents such as letters, proposals, spreadsheets and PowerPoint presentations
- Organized and set up conference calls, video conferences, meetings and catering
- Arranged the scheduling, invitations and confirmations of meetings and booked appropriate boardrooms
- Managed office and meeting room supply inventory and order items as needed
- Responded to email and telephone queries and directed clients to the appropriate individuals
- Welcomed guests and clients and guided to appropriate meetings offering assistance, directions and advice where needed
- Assisted in daily administrative duties and tasks: answered the phone and took messages, photocopied, scanned and filled documents

Customer Service Associate

2013-2015

Simons, Ottawa, Ontario

- Greeted customers in a friendly, sincere and courteous manner
- Asked questions to discover customer needs
- Explained product features and benefits of merchandise and closes the sale appropriately
- Escorted customer in and out of fitting room, showing additional merchandise and being attentive to their needs in fitting room
- Processed sale of merchandise using a cash register and debit/credit machine

Team Member

2010-2014

Tim Hortons, Ottawa Ontario

- Talked to customers about food and took orders
- Took customer cash and credit payments to pay for food/beverages purchased
- Prepared hot/cold drinks and food

EDUCATION

The Outstanding Administrative Assistant

2016

Performance Management Consultants

Administrative Assistant Diploma

2015

Algonquin College, Ottawa, Ontario