

AUDREY LENNOX

ENTRY-LEVEL ADMINISTRATIVE ASSISTANT

CONTACT

audrey.len@email.com
(123) 456-7890
Houston, TX 77003
[LinkedIn](#)

EDUCATION

Associates Degree
Business Administration
University of Houston
2022 - 2024
Houston, TX
GPA: 3.4

Relevant courses
Microeconomics
Macroeconomics
Financial Accounting
Managing and Leading in Business
Principles of Management

SKILLS

Microsoft Office, Excel,
Word, PowerPoint,
Outlook
Quickbooks
Financial reporting
Scheduling and organization
Data analysis
Communication

CAREER OBJECTIVE

Balancing work while attending classes full-time can only be achieved through dedication, focus, and prioritization. I desire to apply those same qualities at HashiCorp to streamline the office and organizational processes as an administrative assistant.

WORK EXPERIENCE

Administrative Assistant Intern

Vinmar International

January 2024 - current / Houston, TX

- Suggested the use of Notion for team collaboration and project management that **helped staff meet 94% of KPIs**
- Digitized records via Google Drive, **reducing paper by 75%**
- Answered phones, returned voicemails, and directed clients to appropriate offices
- Scheduled and booked conferences, meetings, and travel arrangements without conflict

Retail Sales Associate

CAP Clothing

May 2020 - December 2023 / Houston, TX

- Built relationships with customers and **exceeded sales targets in 3 out of 4 quarters**
- **Converted 1,200+ customers** per year to sign up for the loyalty program, exceeding targets of 800 sign-ups
- Maintained an active knowledge of the product catalog and store layout to answer any customer questions
- Staged storefront, stocked new clothes and accessories, and helped customers order items that were out of stock

PROJECTS

Student Investment Club

Vice President

August 2022 - May 2023

- Elected as vice president of student investment club
- Organized bi-weekly meetings with financial investment leaders from the local community to be guest speakers
- Gathered investment data to track the performance of student portfolios

Administrative Assistant Sample Tests

CH Cherryholmes

Administrative Assistant Sample Tests:

The Pilot Test of Office Automation Equipment in the Offices of United States Senators United States. Congress. Senate. Committee on Rules and Administration, 1983 *Hiring Right* Susan J. Herman, 1994 Managers who hire employees human resource directors who train line managers and supervisors to do the hiring and consultants will all benefit from this hands on manual The book takes readers through each step in the hiring process including job definition recruitment interviewing testing and checking references Each chapter briefly outlines key concepts and includes several exercises and worksheets that will serve as a complete hiring strategy that can be customized to any manager's specific hiring needs

Executive MBA in IT - City of London College of Economics - 12 months - 100% online / self-paced City of London College of Economics, Overview An MBA in information technology or a Master of Business Administration in Information Technology is a degree that will prepare you to be a leader in the IT industry Content Managing Projects and IT Information Systems and Information Technology IT Manager's Handbook Business Process Management Human Resource Management Principles of Marketing The Leadership Just What Does an IT Manager Do The Strategic Value of the IT Department Developing an IT Strategy Starting Your New Job The First 100 Days etc Managing Operations Cut Over into Operations Agile Scrum Project Management IT Portfolio Management The IT Organization etc Introduction to Project Management The Project Management and Information Technology Context The Project Management Process Groups A Case Study Project Integration Management Project Scope Management Project Time Management Project Cost Management Project Quality Management Project Human Resource Management Project Communications Management Project Risk Management Project Procurement Management Project Stakeholder Management 50 Models for Strategic Thinking English Vocabulary For Computers and Information Technology Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we'll send you the assignment questions Study material The study material will be provided in separate files by email download link [The ETS Test Collection Catalog](#) Educational Testing Service, 1987-12 *Industrial/organizational Psychology* Paul E. Levy, 2006 Personal direct and applied in its approach Levy's Industrial Organizational Psychology Second Edition is truly for both students and organizations of the 21st century It focuses on the psychology of the workforce employee health and well-being organizational behavior motivation human resources and various dynamics of work interaction

Office Assistant: Clerk GS 1-4, Office Aide David Reuben Turner, 1972 **The ETS Test Collection Catalog** ,1995-06-14 [Medical Office Administration - E-Book](#) Brenda A. Potter, 2017-08-01 Using a clear hands on approach to learning front office skills Medical Office Administration 4th Edition prepares you for a successful career as an administrative medical office assistant Performing procedures with SimChart for the Medical Office SCMO you'll practice day to day tasks as if you were in an actual office setting This new edition adds updated content to support use of the electronic health record new Affordable

Care Act information insurance billing coding content and SCMO activities woven throughout the text Covering administrative tasks from appointment scheduling to medical billing this work text helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job Access to SimChart for the Medical Office sold separately A conversational writing style makes it easier for you to read and understand the material Stopping points provide you with thought provoking questions or activities to break up the narrative in manageable segments HIPAA Hints ensure that you comply with HIPAA mandates Real world examples apply important concepts to the medical office setting Interactive electronic procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on CAAHEP competencies NEW SimChart for the Medical Office SCMO throughout text allows you to practice common administrative tasks with real world office management software NEW Coverage of the Affordable Care Act and ICD 10 prepares you for what you'll encounter on the job NEW Medical Assisting mapping tables tie into CAAHEP and ABHES competencies NEW High quality illustrations and updated screenshots helps reinforce content

Individual Employment Rights Cases ,2009 **Illinois Administrative Code** ,1994 **House documents** ,1888

Sergeant, Police Department Arco Publishing Company,1955 **Prison Guard** ,1956 **Journal of the American**

Veterinary Medical Association American Veterinary Medical Association,1952 Vols for 1915-49 and 1956 include the Proceedings of the annual meeting of the association *How to Qualify for United States Air Force Academy* Arco Publishing Company,1959 **Institute in Personnel Administration** ,1940 *Teacher of English* Arco Publishing Company,1957 **Medical Board Quizzer** Arco Publishing Company,1964 Modern Hospital ,1952-07

Secretaryship Norma Davis Blackburn,1974

Reviewing **Administrative Assistant Sample Tests**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing.

Within the pages of "**Administrative Assistant Sample Tests**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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