**Trevor M. Lorrin**

3356 Penn Street

Saint Louis, MO 63101

Phone: 573-192-8296

Email: trevor.lorrin@anymail.com

**Job Objective:**

Detail-oriented administrative professional seeking the position of 'Administrative Supervisor' with an organization to use my expertise in handling department activities, and providing necessary support to the staff/clients.

**Summary of Skills:**

* Working knowledge of office management systems and strong background in handling administrative tasks
* Extensive experience in managing calendars and schedules of senior executives prior to fixing client appointments
* Adept at making travel arrangements, and coordinating with vendors
* Ability to organize files, handle paperwork, and minor repair on office equipment
* Capable of handling different clerical duties such as answering calls, noting urgent messages, and responding to mails
* Proficiency in operating MS Office Suite and maintaining an updated database
* Strong organizational and problem-solving skills
* Exceptional written and verbal communication skills

**Work Experience:**

Administrative Assistant

Zephyrs Consultancy Services, Saint Louis, MO

February 2017 – Present

* Maintaining calendars of senior executives, and fixing client or vendor appointments accordingly
* Making travel and accommodation arrangements for staff and clients
* Coordinating with the marketing team to advertise services and attract potential clients
* Managing schedules of different consultants and referring to their calendars prior to fixing client appointment for the requested service
* Collecting invoices, vouchers, and other bills of expenses from departments and submitting it to the account manager
* Answering inquiries and directing complex complaints to the concerned department

Administrative Assistant

Martin Corporation, Saint Louis, MO

November 2015 – January 2017

* Composed and typed routine correspondences to read and route the incoming mails to the concerned department
* Assisted support department with complex issues, client inquiries/complaints, and project report drafting
* Assessed office computer system, peripherals and equipment for faults, and ensured timely repair and maintenance
* Removed redundancies, false entries, and updated database
* Performed various clerical duties, including taking messages, sending and receiving faxes or invoices to the client
* Managed travel arrangements and accommodation for interstate/international clients or stakeholders for quarterly meets
* Performed office inventory supply checks to anticipate stock and created monthly lists of the required material

Administrative Assistant (Part-time)

Axion Solutions, Saint Louis, MO

July 2013 – October 2015

* Answered phone calls from clients to take important messages and directed urgent calls to concerned executives
* Participated in client meetings and noted down minutes of the discussions to draft the official agreement about the project
* Regularly assessed office inventory level and prepared appropriate list to get supplies from the vendor
* Maintained an updated client database by entering proper information about the completed and ongoing projects
* Kept sufficient knowledge about the immediate supervisor's schedule to fix prospective client appointments
* Completed necessary paperwork and registration process for new clients, and informed them about company's policies
* Booked conference room or meeting halls in advance for client discussions, and made necessary arrangements

**Education:**

* Associate's Degree in Office Management   
  Saint Louis University, Saint Louis, MO  
  2013
* Diploma in Computer Science  
  Conn Davis Technical Institute, Saint Louis, MO   
  2011

**Reference:**

On request.