**Andrew S. Torrance**

1257 Red Hawk Road

Hector, MN 55342

Phone: 320-848-6481

Email: astorrance@freemail.com

**Job Objective:**

To earn an Entry-Level Administrative Assistant position at “ABC Corporation,” where I can provide administrative and secretarial support to executives and ensure no time lag in daily office routines.

**Summary of Skills:**

* Excellent administrative and secretarial skills
* Ability to provide support to executives and maintain calendar
* Outstanding communication, computer, and collaborating skills
* Superior command over written and verbal French and German language
* Adaptable to changing work conditions and ability to learn new things easily
* Good multitasking, time management, and organizational skills with ability to prioritize and handle multiple tasks efficiently
* Ability to pay high degree of attention to details, quality and correctness in work
* Skilled in managing confidentiality of business data and personal information of employees
* Strong follow-up skills to execute tasks accurately
* Ability to work with minimal supervision without compromising quality of work

**Work Experience:**

Administrative Assistant

Excelsior Care Group, Hector, MN

February 2017 - Present

* Reviewing and responding to emails, letters, business contracts, etc. as per company policies
* Corresponding with clients through emails, business letters, and phone calls for project information, issues, etc.
* Assisting in scheduling meetings and appointments, arranging conference calls, web meetings, and travels
* Following up with project staff and associate consultants to ensure client expectations and project due dates are being met
* Updating and maintaining databases such as mailing lists, client information, and business policies
* Coordinating travel logistics for executives and comparing travel expenses for fetching economical arrangements

Office Aide

R&P Technologies, Hector, MN

March 2016 - January 2017

* Assisted in providing general administrative support to inter-cross departments under direct supervision of administrative assistants
* Maintained files of correspondence, reports, records, contracts, and business letters
* Transferred important data from paper formats to electronic format and secured with password
* Received and responded to routine correspondence following established procedures
* Screened incoming telephone calls, and passed on to respective persons
* Ordered and tracked office supplies and equipment, and ensured their proper maintenance

**Education:**

* Bachelor's Degree in Business Administration
CUNY - Baruch College, Hector, MN
2016

**Reference:**

On request.