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Committed, solutions-orientated **Administrative Assistant** seeks rewarding career with the **Ferndale Public Schools** utilizing my expertise in school administrative, project coordination and student relations.

Personal Attributes and Abilities

- Exceptional typist, proven **70+ wpm** with **98% accuracy**
- Enjoys **team environment**; excels in the organization and completion of delegated projects
- Interacts effectively with a **diverse, inter-generational** staff in collaboration with **cross-functional** teams
- Demonstrates ability to act quickly, think clearly and make **critical decisions under pressure**
- **Outstanding work ethic**, possesses high level of integrity - maintains absolute confidentiality

Relevant Experience*Administrative/Office Management*

- Self-directed, focused and possesses **excellent attention to detail** in performing **high-level functions**
- Created weekly and monthly reports for **leadership** and administrative teams
- Broad knowledge of and success in organizational operations, worked directly with a staff of **360**
- Proven talent for quickly acquiring expertise in new systems and procedures
- Solid communication capabilities and proven capacity to **interface effectively** with diverse audiences
- **Generated integral reports**, tracking information on **1,800** students on a weekly basis
- Entrusted with the collection and recording of fines, maintaining **100% accuracy**

Project Coordination

- Managed all aspects of **office administration** acting as "gatekeeper" for **6** counselors
- Collected monthly fees, **worked directly with vendors**, ordered equipment, paid invoices, and managed program of **20** participants
- Coordinated, organized and hosted major special events annually for **75** guests
- Exceptional **troubleshooting talents** with capacity to identify and resolve root causes of complex issues

Student Relations

- Interacts routinely with **1,500** students on a weekly basis
- Establishes and maintains **strong professional relationships**, interacting with **50+** parents and **100** staff members
- Adept at problem-solving and **conflict/resolution** skills

Volunteer History

Royal Oak Hockey Association

Manager

5+ years

Employment History

Southfield Public Schools

Administrative Assistant

5 years

In Focus Media, Inc.

Office Manager

3 years

Anesthesia Business Consultants

Administrative Assistant

2 years

Beaumont Hospital

Sr. Accts. Rec. Specialist

10+ years

Education

Southfield Lathrup High School

Diploma

"Kellie Smith is the most reliable, professional, and skilled executive assistant I have worked with in the nine years I have been a school counselor."

—Deborah Slevin, Southfield-Lathrup High School counselor

Administrative Assistant Math Examples

Jane L. Swanson, Nadya A. Fouad



Administrative Assistant Math Examples:

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant's and Secretary's Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **IBPS RRB Guide for Office Assistant (Multipurpose)**

Preliminary & Main Exams 2020 with 4 Online Practice Sets 6th Edition Disha Experts, 2020-07-15 *IBPS RRB Guide for Office Assistant (Multipurpose) Preliminary & Main Exams with Past Papers & 4 Online Practice Sets 7th Edition* Disha Experts, 2020-04-06 **101 Careers in Mathematics: Fourth Edition** Deanna Haunsperger, Robert

Thompson, 2019-09-24 What can you do with a degree in math This book addresses this question with 125 career profiles written by people with degrees and backgrounds in mathematics With job titles ranging from sports analyst to science writer to inventory specialist to CEO the volume provides ample evidence that one really can do nearly anything with a degree in mathematics These professionals share how their mathematical education shaped their career choices and how mathematics or the skills acquired in a mathematics education is used in their daily work The degrees earned by the authors profiled here are a good mix of bachelors masters and PhDs With 114 completely new profiles since the third edition the careers featured within accurately reflect current trends in the job market College mathematics faculty high school teachers and career counselors will all find this a useful resource Career centers mathematics departments and student lounges should have a copy available for student browsing In addition to the career profiles the volume contains essays from career counseling professionals on the topics of job searching interviewing and applying to graduate school *She Does Math!* Marla Parker, 1995-12-31 *She Does Math* presents the career histories of 38 professional women and math problems written by them Each history describes how much math the Author took in high school and college how she chose her field of study and how she ended up in her current job Each of the women present several problems typical of those she had to solve on the job

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Profile ,2000 Career Theory and Practice: Learning Through Case Studies Jane L. Swanson,Nadya A. Fouad,2010 Career Theory and Practice Learning Through Case Studies Second Edition provides the reader with hands on practical examples of how to apply career development theories to career counseling clients This book serves as that bridge between theory and practice Woven through the chapters is the presentation of Leslie a fictitious client actually the composite portrait of several past clients As each chapter focuses on a different career development theory and presents specific cases the authors enhance the practical slant of their work by applying the theories discussed to Leslie as well as to a second case unique to each chapter The second edition includes a new chapter highlighting the importance of various types of assessment in career counseling and addressing the role of ethics and professional issues In addition new pedagogical features include Counselor Cognitions to guide hypotheses about clients and Personal Reflections to facilitate the application of material to students own career development The second edition also includes added material that highlights the role of the economy and the changing nature of the workforce that influence the career and work decisions individuals make Swanson and Fouad bring their own experiences as practitioners researchers and teachers in their approach to writing this new edition This book is intended for students in graduate level career or vocational psychology or career practicum courses as well as counseling practitioners needing additional resources to strengthen their services or expand their focus

The Complete Learning Disabilities Directory Grey House Publishing,2007-09 *Understanding College and University Organization* James L. Bess,Jay R. Dee,2023-07-03 Now available in paperback this two volume work is intended to help readers develop powerful new ways of thinking about organizational principles and apply them to policy making and management in colleges and universities The book is written with two audiences in mind administrative and faculty leaders in institutions of higher learning and students both doctoral and Master s degree studying to become upper level administrators leaders and policy makers in higher education It systematically presents a range of theories that can be applied to many of the difficult management situations that college and university leaders encounter It provides them with the theoretical background to knowledgeably evaluate the many new ideas that emerge in the current literature and in workshops and conferences The purpose is to help leaders develop their

own effective management style and approaches and feel confident that their actions are informed by appropriate theory and knowledge of the latest research in the field Without theory organizational leaders are forced to treat each problem that they encounter as unique as if it were a first time occurrence While leaders may have some experience with a particular issue their solutions are usually not informed by the accumulated wisdom of others who have already encountered and resolved similar situations The authors approach the theory of the organization and administration of colleges and universities from three quite different perspectives or paradigms each relying on different assumptions about the reality of organizational life in colleges and universities The positivist paradigm primarily an omnibus systems theory integrates the chapters into a comprehensive yet easily accessible whole Social constructionism the second paradigm is introduced in each chapter to illuminate the difficulty of seeking and finding meaningful consensus on problems and policies while also addressing important ethical issues that tend to be overlooked in leadership thought and action The third paradigm postmodernism draws attention to difficulties of logic and communication under the constraints of strictly linear thinking that authorities at all levels attempt to impose on organizations This multiple paradigm approach enables readers to become more cognizant of their own assumptions how they may differ from those of others in their organization and how those differences may both create difficulties in resolving problems and expand the range of alternatives considered in organizational decision making The book offers readers the tools to balance the real world needs to succeed in today's challenging and competitive environment with the social and ethical aspirations of all its stakeholders and society at large The authors aim is to elucidate how administration can be made more efficient and effective through rational decision making while also respecting humanistic values This approach highlights a range of phenomena that require attention if the institution is ultimately to be considered successful Also available Volume 1 The State of the System Two volume set

Advances in Human Factors and Systems Interaction Isabel L. Nunes, 2017-06-30 This book reports on cutting edge research into innovative system interfaces emphasizing both lifecycle development and human technology interaction especially in virtual augmented and mixed reality systems It describes advanced methodologies and tools for evaluating and improving interface usability and discusses new models as well as case studies and good practices The book addresses the human hardware and software factors in the process of developing interfaces for optimizing total system performance particularly innovative computing technologies for teams dealing with dynamic environments while minimizing total ownership costs It also highlights the forces currently shaping the nature of computing and systems including the need for decreasing hardware costs the importance of portability which translates to the modern tendency toward hardware miniaturization and technologies for reducing power requirements the necessity of a better assimilation of computation in the environment and social concerns regarding access to computers and systems for people with special needs The book which is based on the AHFE 2017 International Conference on Human Factors and System Interactions held on July 17-21 2017 in Los Angeles California USA

offers a timely survey and practice oriented guide for systems interface users and developers alike

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