

## ADMINISTRATIVE ASSISTANT III

## Summary

Forward-thinking Executive Assistant accomplished in aiding company leaders with key functions. Gifted at managing busy schedules, organizing projects and providing stellar administrative support to executive team. Analyzes, prioritizes and completes tasks with professionalism and sound judgment. Motivated Executive Assistant with 35 years of experience offering office support in Retail industry. Energetic and reputable individual possessing strong work ethic, professional demeanor and superb initiative. Exceptional customer service and decision-making skills.

#### Skills

- Spreadsheet creation
- Scheduling
- Technologically savvy
- Travel Planning
- Event coordination
- Executive presentation development
- · Proper phone etiquette
- Database management
- Strong problem solver
- Excel spreadsheets
- Self-starter
- Payroll

- · Understands grammar
- Invoice processing
- Business correspondence
- Meticulous attention to detail
- Mail management
- Meeting planning
- · Customer service-oriented
- · Appointment setting
- · Travel administration
- Professional and mature
- Articulate and well-spoken
- Administrative support specialist

#### Experience

TJX Corporation | Framingham, MA

Administrative Assistant III 09/2029 - 04/2023

- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Provided high level diversified administrative support for nearly four decades and office management support while building cooperative working relationships.
- Inventoried and ordered supplies for office.
- Scheduled appointments, meetings and events for management staff.
- Responded effectively to sensitive inquiries or complaints.
- Travel arrangements for multiple executives, create

# **Administrative Support Assistant Iii Study Guide**

**Deborah B. Proctor** 

#### **Administrative Support Assistant Iii Study Guide:**

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Appendixes for each chapter summarize medications and nursing procedures for quick reference Nursing Priority boxes make it easier to distinguish priorities of nursing care Pharmacology tables make key drug information easy to find with high alert medications noted by a special icon Special icons distinguish pediatric and adult disorders and identify content on self care and home care A separate chapter on pharmacology and medication administration helps you focus on this area of emphasis on the NCLEX examination *Resources in Education*, 1997-10

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