




# Sarah Williams

Administrative Assistant

## CONTACT

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 United States, New York, NY

## EDUCATION

### Associate Degree in Business Administration

New York Community College,  
Graduated: May 2018

### Certifications

- **Certified Administrative Professional**, Issued May 2021
- **Microsoft Office Specialist Certification (Excel, Word)**, Issued March 2020

### Professional Development

- **Time Management for Professionals-** (LinkedIn Learning) – January 2023
- **Effective Communication in the Workplace** (Coursera) – July 2022

## PROFESSIONAL SUMMARY

Organized and reliable Administrative Assistant with experience in office operations, project management, and supporting senior executives. Adept at multitasking and ensuring efficient day-to-day operations. Looking to contribute excellent organizational and communication skills to a fast-paced office environment.

## EXPERIENCE

### Administrative Assistant

2020 - Now

#### Google Inc., New York, NY

- Manage office supplies and inventory, ensuring stock levels meet the needs of the staff.
- Schedule and organize meetings, appointments, and travel arrangements for the executive team.
- Handle correspondence, including emails and mail, ensuring timely responses.
- Prepare and maintain office documents, including reports, presentations, and spreadsheets.
- Collaborate with other departments to streamline office operations and enhance workflow.

### Office Assistant

2018 - 2019

#### Microsoft Corp., New York, NY

- Provided administrative support to a team of 10 managers, including scheduling meetings and managing calendars.
- Assisted in coordinating internal and external meetings, events, and conferences.
- Managed office inventory and placed supply orders, ensuring timely restocking of office materials.
- Coordinated company events and employee engagement activities.

## SKILLS

Office management and organization	★★★★★
Scheduling and calendar management	★★★★★
Email and phone correspondence	★★★★★
Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)	★★★★★
Time management and prioritization	★★★★★
Event planning and coordination	★★★★★