

Toy Wandling

Office Assistant

Profile

I am an Office Assistant with experience working in a variety of office settings. I have experience with a wide range of office duties including answering phones, scheduling appointments, filing, and data entry. I am a quick learner and have a keen eye for detail. I am also able to work independently with little supervision.

Employment History

Office Assistant at Amazon Distribution Center in Maryland

May 2022 - Present

- Arranged and organized meeting rooms for various events taking place in the office - this included setting up chairs, tables, preparing name tags, putting out refreshments etc.
- Answered a high volume of phone calls throughout the day and routing them to the appropriate person or department.
- Acted as first point of contact for visitors coming into the office - greeted them warmly, showed them where to wait until their host was available and offered refreshments while they waited.
- Managed outgoing mail including sorting it, attaching postage and ensuring it was delivered to the correct mailbox.
- Assisted with general administrative tasks such as data entry; filing; photocopying; laminating documents etc.

Office Assistant at The Home Depot in Virginia

Sep 2019 - Mar 2022

- Created and maintained filing systems, both paper and electronic.
- Answered incoming calls and routed them to the appropriate person or department.
- Wrote letters, created spreadsheets, and PowerPoint presentations as needed.
- Ordered office supplies and managed inventory levels.
- Planned company events such as holiday parties, staff luncheons, etc.

Certificates

MSDS (Material Safety Data Sheets)

Jul 2019

First Aid/CPR/AED certification, American Red Cross

Mar, 2019

HIPAA Certification

Jul, 2018

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Education

High school diploma at Michigan High School, Ann Arbor, MI

Aug 2014 - May 2019

I learned how to research and write papers, as well as take and interpret tests.

Links

[linkedin.com/in/toywandling](https://www.linkedin.com/in/toywandling)

Skills

Word processing

Spreadsheets

Databases

Email

Office equipment operation

Languages

English

Dutch