

Clarissa Tebedo

Office Secretary

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☎ 889-850-6821

📍 1267 Martin Street, Nashville, TN 37203

EDUCATION

Associate's Degree at Emory University, Atlanta, GA

Aug 2014 - May 2018

- Filed and maintaining both paper and electronic records
- Created presentations using Microsoft PowerPoint
- Managed projects by developing schedules, setting deadlines, and coordinating with other departments

LINKS

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

SKILLS

Bullet point

Typing

Filing

Answering Phones

Data Entry

Computers

Microsoft Office Suite

LANGUAGES

English

German

PROFILE

Office Secretary with over 4 years of experience providing administrative support to executive staff in busy office environments. Skilled at managing calendars, scheduling appointments, and coordinating travel arrangements. Excellent written and verbal communication skills with a keen eye for detail. Proven ability to handle confidential information discreetly and maintain the highest level of discretion when dealing with sensitive topics. Experienced in handling customer inquiries efficiently while maintaining a positive attitude under pressure.

EMPLOYMENT HISTORY

● Executive secretary at Adecco USA (New York)

May 2022 - Present

- Answered and directed an average of 50 phone calls per day while maintaining excellent customer service skills.
- Completed data entry assignments in a timely and accurate manner, averaging 10 keystrokes per minute with zero errors.
- Created itineraries and organized travel logistics for several staff members, saving the company an estimated \$2000 annually in expenses.
- Effectively managed inventory of office supplies, resulting in cost savings of 15%.
- Generated weekly reports detailing sales numbers, proposals sent out, new clients acquired etc., providing critical feedback to help drive company growth strategy decisions.

● Administrative assistant at Secretary Unlimited, Inc. (California)

Jul 2018 - Mar 2022

- Handled office duties such as answering phone calls, replying to emails, and greeting visitors.
- Maintained filing system and updated office supplies inventory.
- Organized meetings and prepared meeting materials such as agenda, handouts, and PowerPoint presentations.
- Transcribed minutes of meetings onto company website.

CERTIFICATES

Transcription Certification (TC), Appen

Apr 2021

Certified Administrative Professional (CAP), International Association of Administrative Professionals (IAAP)

Oct 2019

Global Business Professionals Association Certificate in Office Administration (GBPACOA)

Mar 2018

National Association of Administering an Executive Office Management Program certificate (NAEOMP)

Association for Executives in Secretary and Support Occupations International Certified Administrator credential (AESOICA)