

I offer a decade+ track record in office management, administrative support and hospitality operations.

You will benefit from my following key strengths:

- Broad-based experience covering a full spectrum of administrative duties, including office management, payroll administration, customer care, database administration, document preparation and travel coordination
- Superior multitasking talents, with the ability to manage multiple high-priority assignments
- Computer expertise, with proficiency in all MS Office programs
- Hospitality experienced
- Expertise in information management systems
- Profound ability to anticipate clients needs
- Hands on experience in managing daily systems use and management, cost control and overall productivity
- In depth knowledge of assisting in monitoring team members' performances and working towards further development
- Proven supervising experience
- Excellent organizational skills
- Excellent written and verbal communication skills
- A proven reputation for driving efficiency improvements to office systems, workflows and processes

My resume is enclosed for your review.