

Vincent Chandler

Administrative Assistant

Personal Info

Email

vincent.chandler@gmail.com

Phone

577-517-7154

LinkedIn

linkedin.com/in/vincent.chandler

Skills

Data entry

Touch Typing (97 WPM)

Work Scheduling

Communication skills

Critical Thinking

Problem-Solving

Time-Management

Teamwork

Languages

English—native speaker Mexican

Spanish—advanced

Software

- LibreOffice (Writer, Calc, and Impress)
- Microsoft Office (Word, Excel, and PowerPoint) Google Docs
- Java
- Sharepoint
- Zoom Meet
- Microsoft Teams/TeamsMeeting

Highly organized administrative assistant with 5+ years' experience working in busy office environments. At VSR Inc., implemented a rostering system that kept staff levels at 100% while reducing overtime by 15% and documented complex procedures, saving VSR up to 70% on onboarding new hires. Seeking to leverage proven organization and coordination skills in the role of Office Manager with Alami Group.

Work History

2020-05 – present **Administrative Assistant**
VSR Inc., New York, NY

- Created an online meetings-availability calendar, cutting scheduling back-and-forth emailing by over 75%.
- Implemented a spreadsheet-based rostering system for the administration team, keeping staff levels at 100% while reducing overtime by 15%.
- Documented procedures for completing more involved tasks, saving VSR up to 70% on onboarding new hires.
- Wrote email redirection filters, saving the team over two work hours each week on forwarding emails.

2017-02 – 2020-02 **Administrative Assistant**
PBJCloud, New York, NY

- Responded to an average of 22 internal and external telephone inquiries and 15–20 emails per day.
- Maintained a working knowledge of 1,000+ pages of policies and regulations.
- Changed office supply vendors, saving PBJCloud over \$22,600 per month in supply and delivery costs.
- Organized 12 years of archived paperwork, disposing of or digitizing over half of it.

Education

2017-09 – 2021-06 **BA (Vocational Studies) Office Management & Secretarial Practice**
New York University, NY

- Pursued a passion for business law coursework.
- GPA: 4.1.

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Ying-Ying Zheng

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Mining Journal, Railway & Commercial Gazette ,1886 Nature Sir Norman Lockyer,1886 The Economist ,1859
Congressional Record United States. Congress,1917 *Flying Magazine* ,1973-06 **The Weekly Underwriter**
,1942 *The Roller Mill* ,1897 *Engineering and Mining Journal* ,1891 **Morgan's British Trade Journal and**
Export Price Current ,1881 *Railroad Age Gazette* ,1891 *Dun's Review* ,1895 **The Commercial & Financial**
Chronicle and Hunt's Merchants' Magazine ,1888 **Billboard** ,1945-05-26 In its 114th year Billboard remains the
world's premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard
publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and
mobile entertainment issues and trends *The Iron Age* ,1896 **Flying Magazine** ,1968-11 *Billboard* ,1943-08-21 In
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