

A N N A B E C K W I T H

Expert in Administration

EXECUTIVE SUMMARY

Technologically savvy and goal-oriented Administrative Assistant. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft Office and Quickbooks.

KEY QUALIFICATIONS

Microsoft Office.....EXPERT
Quickbooks.....EXPERT
Salesforce.....EXPERT
PeopleSoft.....EXPERT
Calendar Management.....EXPERT
Google Analytics.....EXPERT
Presentation Development.....EXPERT
Document Control.....EXPERT

PROFESSIONAL WORK EXPERIENCE

Front Office Manager | IHG | Columbia, SC | 2014-Present

Managed and coordinated daily front office operations, which included implementing and maintaining company administrative policies, procedures, and systems. Ordered Supplies and maintained records. Sorted, reviewed, screened, and distributed incoming and outgoing mail. Composed timely responses to customer inquiries.

Executive Assistant | FormSouth | Columbia, SC | 2011-2014

Provide administrative and business support to the CEO of Columbia's largest printing firm and support other members of the executive management team. Maintain CEO's calendar -- plan and schedule meetings, teleconferences and travel. Develop all presentations for leadership.




Administrative Assistant | Meyers and Whitney | Columbia, SC | 2008 - 2011

Supported law firm's senior partner, researching legal documents for LLCs, S corps, C corps, limited partnerships and other entities. Handled accounts payable and receivable, prepared bank deposits, controlled inventory, and maintained equipment and technology.

EDUCATION

Bachelor of Arts - History
University of South Carolina
Minor in Marketing

CONTACT INFO

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