**[Administrative Assistant Data Entry](https://www.postjobfree.com/resume/adz4my/administrative-assistant-data-houston-tx)**

**Location:**Houston, TX

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**Resume:**

Priscilla Etim

Administrative Assistant

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With a primary focus as an administrative assistant, I possess extensive experience in various administrative tasks, including email, data entry, and calendar coordination across platforms like Google, Outlook, Apple Calendar, and Zoho. Additionally, I'm proficient in Mac OS, Microsoft Office, Google Workspace, and skilled in booking travel arrangements and event planning while maintaining strict budget management. I am detail-oriented, adept at handling multiple projects simultaneously, and showcase strong interpersonal and communication abilities. I excel in both independent work and collaborative environments.

Authorized to work in the US for any employer

Work Experience

Virtual Assistant

Upwork

January 2021 to April 2023

• Provided comprehensive administrative support, encompassing data entry and file management.

• Managed travel arrangements, including flight, car, and hotel bookings.

• Proficiently utilize Microsoft Office products such as Word, Excel, PowerPoint, TEAMS, and Adobe Acrobat.

• Demonstrate excellent written and verbal communication skills.

• Uphold a steadfast commitment to maintaining strict confidentiality standards.

• Scheduled meetings and drafted letters.

• Spearheaded event planning for both corporate and personal events.

• Managed expense reporting and email correspondence.

• Exhibit strong organizational and time management abilities.

• Skilled in working both independently and collaboratively as a valuable team member.

• Facilitated seamless coordination among clients and team members for appointments and meetings.

• Assisted the President or CEO with personal and corporate responsibilities, including handling personal invoices

Front Desk Receptionist

University of Houston - Houston, TX

October 2022 to March 2023

• Cordially greeted visitors and maintained a professional demeanor while handling emails.

• Skillfully managed appointments, meetings, and conference room schedules.

• Collaborated with building management and maintenance staff to address facility issues promptly.

• Addressed inquiries and resolved customer complaints to ensure high levels of customer satisfaction.

• Earned praise from clients and colleagues for excellent communication skills and attention to detail.

• Ensured the reception area and common spaces were well-maintained, organized, and properly stocked.

• Provided administrative support to office staff, including document preparation, filing, and data entry.

• Demonstrated adherence to company policies, procedures, and confidentiality guidelines. Inbound and Outbound Call Center Customer Support Agent Be Fulfilled Systems - Allen, TX

December 2020 to May 2022

• Consistently exceeded monthly sales goals by 10%.

• Transitioned to remote inbound customer support agent after one year.

• Maintained an impressive 95% customer satisfaction rating through strong consumer connections.

• Delivered professional product knowledge and guidance to customers, resulting in increased sales and recurring business.

• Handled incoming and outgoing customer queries through live chat, email, and phone, ensuring swift resolution of concerns.

• Assisted clients in product selection, price negotiation, and technical inquiries.

• Maintained meticulous records of all customer communications and transactions, including complaints and resolutions.

• Collaborated effectively with cross-functional teams from sales, marketing, and product development to deliver exceptional customer service.

• Provided personalized fitness or medical equipment purchase recommendations to clients based on their health requirements and exercise objectives. Executive Assistant/Office Manager

Thepe Enterprise

August 2018 to November 2020

• Successfully organized a highly praised business event with over 100 participants.

• Supervised and mentored a team of two administrative assistants, guiding their daily tasks effectively.

• Coordinated logistics for various high-profile events, including client appreciation events, fundraising initiatives, and company-wide retreats.

• Implemented a cost-saving strategy, reducing office expenditures by 10% without compromising quality or service standards.

• Demonstrated excellence in budget management, forecasting, spending tracking, and contract negotiations, resulting in an average project cost reduction of 15%.

• Provided comprehensive executive support to the CEO, COO, and senior management team, managing calendars, scheduling meetings, and arranging travel.

• Oversaw administrative duties, including bill processing, email responses, and phone calls.

• Organized company events, annual meetings, team-building activities, and holiday parties.

• Prepared presentations, reports, and other documents for upper management after thorough research.

• Safeguarded sensitive documents and information, ensuring data security and integrity. Administrative Assistant

Thepe Enterprise - Allen, TX

July 2017 to August 2018

• Assisted the CEO and leadership team with administrative tasks, such as calendar management, meeting scheduling, and travel planning.

• Created and edited documents, reports, and presentations.

• Skillfully filtered and directed phone calls, emails, and letters to the appropriate divisions.

• Managed office maintenance, equipment, and supply restocking.

• Provided support for special initiatives and events as required.

• Coordinated and supervised daily office activities.

• Addressed client inquiries and resolved grievances.

• Developed and maintained databases, reports, and records.

• Assisted with HR-related duties, including new hire onboarding and orientation. Education

Bachelor of Science in Psychology

University of Houston

January 2021 to Present

Bachelor of Science in Biology

University of Houston

January 2021 to Present

Associate's degree in Science and Early Childhood Education Collin College - McKinney, TX

May 2015 to December 2017

Skills

• Customer Relationship Management (CRM)

• Budget Management

• Time Management

• Travel Planning

• Budget management

• Event Planning

• Presentation Skills

• calendar management

• Onboarding

• Executive Calendar Management