

Jameria Barkley

Atlanta, GA • 478-286-3287 • jameria0930@gmail.com

Office Management • Administrative Assistance • Customer Service

Results-driven sales specialist leader with expertise in all facets of office administration, administrative support, calendar management, and clerical support. Skilled in communicating with executives and collaborating with various members of the organization to achieve business and financial objectives. Adept at managing schedules, maintaining confidentiality, and proactively leading significant projects. Leverages attention to detail, organization, and multi-tasking skills to guide creative problem solving and ensure organization success.

- Travel Arrangements
- Relationship Building
- Executive Communication
- Data Entry & Reporting
- Vendor Management
- Event Planning
- Team Management
- Process Improvement
- Inventory Management
- Schedule Management
- Operations Support
- Invoice / Payment Processing

PROFESSIONAL EXPERIENCE

Account Executive | Inspire 09/2021 - 10/2021

- Advertised in public relations businesses and in financial services.
- Walked to apartments and negotiated with people.
- Recruited new clients to work for their company.
- Problem solved.
- Good people skills, because I worked with clients.
- Met with other executives to discuss clients' project goals, progress and outcomes.

Office Assistant | A.C. White Relocations 02/2021- 04/2021

- Maintained accurate records, tracked key metrics, and prepared recurring reports for office leaders; prioritized tasks and projects, coordinated activities for administration, and completed clerical duties.
- Scheduled meetings and business events and updated files with recent correspondence; preserved confidentiality and discretion with business information, met deadlines, and responded to urgent situations with sound judgment.

Front Desk Associate | Holiday Inn

05/2019- 10/2019

- Responsible for leading check-in processes for customers and providing guests with directions to their room; interacted and communicated with customers to provide information on all on-site amenities and any relevant information.
- Leveraged creative problem-solving skills to identify, respond to, and resolve guest complaints to drive guest satisfaction.
- Communicated with guests to better understand their individual needs to provide them with the best service possible.

Front Desk Associate | La Quinta Inn

10/2020 – 11/2020

- Support front desk operations, leveraging high-quality communication to ensure the delivery of exceptional customer service to all guests and respond to a wide range of inquiries.
- Executed all check-in and check-out processes while coordinating online and phone reservations and informing customers about payment methods and verifying credit card data; key role in registering guests collecting necessary information.
- Drove positive customer experiences by welcoming guests upon arrival and offering information about hotel amenities.

EDUCATION

Professional Studies in Administrative Assistant and Secretarial Science, Brigham Young University (In Progress)

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TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite (Drive, Docs, Sheets, Calendar), Zoom

VOLUNTEER

Assistant | The Church of Jesus Christ of Latter-Day Saints

05/2020 – Present

- Delivered administrative support across the organization, managing memberships and financial records for the local congregation of The Church of Jesus Christ of Latter-Day Saints.
- Instrumental in maintaining, updating, and securing records of the ward membership, transferring records, and communicating with members.