

Administrative Assistant



Philippe Ma

Fort Mill, SC

Job Preferences:

Desired job title:	Administrative Assistant
Desired occupation:	Data Entry Finance Human Resources
Employment type:	Full time, Part time, Contract
Career status:	Active job seeker
Available to start:	04/2020
Additional notes:	Serving people that improve their quality of life, through administrative services or direct care.

Education:

Liberty University, Lynchburg, VA
B.S. in Business Administration; Certified in Excel: [Verify.certipoint.com](https://www.certipoint.com), wvswM-ahR, Bachelor

Work Experience:

02/2020 – Present	Store Associate Food Lion * Prepare deli foods and stock sales floor
04/2018 – 02/2020	Guest Spaces Intern Ridgecrest Conference Center * Lead the housekeeping and custodial services department to conduct daily operations * Develop and execute improvement projects for conference facilities and work processes
02/2018 – 05/2019	Director of Finance

LU SHRM

Director of Finance, Finance, Accounting/Finance, Director

- * Assist the club sponsors and members achieve mission & goals through strategic events
- * Manage financial statements and budget templates

07/2017 – 05/2019

Treasurer

LU NSLS

- * Assist the club sponsors and members achieve leadership goals
- * Create a bank account and manage club expenses

09/2016 – 05/2019

Site Leader

- * Coordinate college students in developing mentorships with inner-city kids

04/2017 – 01/2018

Intern

United World Mission

- * Recorded missionary expense reports
- * Programed macros to automate financial, human resource and marketing tasks in excel
- * Designed an excel calculator for cost of living overseas
- * Drafted crowdfunding policy

04/2016 – 12/2017

Restaurant Team Worker

Bojangles

- * Communicate with customers and coordinate service COMMUNITY SERVICE:

09/2011 – 12/2015

ESL Teacher and Caregiver

Language Skills:

Native:	★★★★	English
Basic:	★	Spanish, French

Skills:

Expert:	★★★	Office, Excel, Word, Outlook
Intermediate:	★★	macros, PowerPoint, Microsoft Office Suite, detail-oriented, Data Entry
Basic:	★	Analytical Problem Solver