AUDREY LENNOX

ENTRY-LEVEL ADMINISTRATIVE ASSISTANT

CONTACT

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(123) 456-7890 ✆
Houston, TX 77003 ⚲
LinkedIn in

EDUCATION

Associates Degree
Business Administration
University of Houston
2022 - 2024
Houston, TX
GPA: 3.4

Relevant courses
Microeconomics
Macroeconomics
Financial Accounting
Managing and Leading in Business
Principles of Management

SKILLS

Microsoft Office, Excel, Word, PowerPoint, Outlook
Quickbooks
Financial reporting
Scheduling and organization
Data analysis
Communication

CAREER OBJECTIVE

Balancing work while attending classes full time can only be achieved through dedication, focus, and prioritization. I desire to apply those same qualities at HashiCorp to streamline the office and organizational processes as an administrative assistant.

WORK EXPERIENCE

Administrative Assistant Intern

Vinmar International
January 2024 - current / Houston, TX

- Suggested the use of Notion for team collaboration and project management that **helped staff meet 94% of KPIs**
- Digitized records via Google Drive, **reducing paper by 75%**
- Answered phones, returned voicemails, and directed clients to appropriate offices
- Scheduled and booked conferences, meetings, and travel arrangements without conflict

Retail Sales Associate

GAP Clothing
May 2020 - December 2023 / Houston, TX

- Built relationships with customers and **exceeded sales targets in 3 out of 4 quarters**
- **Converted 1,200+ customers** per year to sign up for the loyalty program, exceeding targets of 800 sign-ups
- Maintained an active knowledge of the product catalog and store layout to answer any customer questions
- Staged storefront, stocked new clothes and accessories, and helped customers order items that were out of stock

PROJECTS

Student Investment Club

Vice President
August 2022 - May 2023

- Elected as vice president of student investment club
- Organized bi-weekly meetings with financial investment leaders from the local community to be guest speakers
- Gathered investment data to track the performance of student portfolios

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The Pilot Test of Office Automation Equipment in the Offices of United States Senators United States. Congress. Senate. Committee on Rules and Administration,1983 Industrial/Organizational Psychology Paul Levy,2009-07-03 The third edition of this acclaimed text introduces students to the psychological factors active in the workplace including the psychology of the workforce employee health and well being organizational behavior motivation human resources and various dynamics of work interaction *Industrial/organizational Psychology* Paul E. Levy,2006 Personal direct and applied in its approach Levy s Industrial Organizational Psychology Second Edition is truly for both students and organizations of the 21st century It focuses on the psychology of the workforce employee health and well being organizational behavior motivation human resources and various dynamics of work interaction **Hiring Right** Susan J. Herman,1994 Managers who hire employees human resource directors who train line managers and supervisors to do the hiring and consultants will all benefit from this hands on manual The book takes readers through each step in the hiring process including job definition recruitment interviewing testing and checking references Each chapter briefly outlines key concepts and includes several exercises and worksheets that will serve as a complete hiring strategy that can be customized to any manager s specific hiring needs *The ETS Test Collection Catalog* Educational Testing Service,1987-12 **Recruitment tools** Punam Agarwal,2020-05-01 This book is on Recruitment Process to make it interesting by using recruitment tools for selection process as a whole for small and big companies The recruitment tools I have suggested here are very simple and can easily be customized and developed to suit the requirement of any company needs Examples shared are of varied departments at basic level but the process can be used for recruiting any level of staff Here I have tried to incorporate tools which can be used for ground levels fresher as well as middle management levels If one wants to assess any specific skill of a specific level all one needs to do is change the level of vocabulary or terms used and you will be surprised at the answers you receive from the person being interviewed Psychometric tests have been mentioned too for Senior levels You will get an idea of all kinds of assessments that one should be aware of and can explore while recruiting **Office Assistant: Clerk GS 1-4, Office Aide** David Reuben Turner,1972 **IT Consultant Diploma - City of London College of Economics - 12 months - 100% online / self-paced** City of London College of Economics, Overview This course deals with everything you need to know to become a successful IT Consultant Content Business Process Management Human Resource Management IT Manager s Handbook Principles of Marketing The Leadership Information Systems and Information Technology IT Project Management Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link **Medical Office Administration - E-Book** Brenda A. Potter,2017-08-01 Using a clear hands on approach to learning front office skills Medical Office Administration 4th Edition

prepares you for a successful career as an administrative medical office assistant Performing procedures with SimChart for the Medical Office SCMO you ll practice day to day tasks as if you were in an actual office setting This new edition adds updated content to support use of the electronic health record new Affordable Care Act information insurance billing coding content and SCMO activities woven throughout the text Covering administrative tasks from appointment scheduling to medical billing this work text helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you ll encounter on the job Access to SimChart for the Medical Office sold separately A conversational writing style makes it easier for you to read and understand the material Stopping points provide you with thought provoking questions or activities to break up the narrative in manageable segments HIPAA Hints ensure that you comply with HIPAA mandates Real world examples apply important concepts to the medical office setting Interactive electronic procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on CAAHEP competencies NEW SimChart for the Medical Office SCMO throughout text allows you to practice common administrative tasks with real world office management software NEW Coverage of the Affordable Care Act and ICD 10 prepares you for what you ll encounter on the job NEW Medical Assisting mapping tables tie into CAAHEP and ABHES competencies NEW High quality illustrations and updated screenshots helps reinforce content   Pitman's Dictionary of Industrial Administration John Lee,1929   **The ETS Test Collection Catalog** ,1995-06-14   *Executive MBA in IT - City of London College of Economics - 12 months - 100% online / self-paced* City of London College of Economics, Overview An MBA in information technology or a Master of Business Administration in Information Technology is a degree that will prepare you to be a leader in the IT industry Content Managing Projects and IT Information Systems and Information Technology IT Manager s Handbook Business Process Management Human Resource Management Principles of Marketing The Leadership Just What Does an IT Manager Do The Strategic Value of the IT Department Developing an IT Strategy Starting Your New Job The First 100 Days etc Managing Operations Cut Over into Operations Agile Scrum Project Management IT Portfolio Management The IT Organization etc Introduction to Project Management The Project Management and Information Technology Context The Project Management Process Groups A Case Study Project Integration Management Project Scope Management Project Time Management Project Cost Management Project Quality Management Project Human Resource Management Project Communications Management Project Risk Management Project Procurement Management Project Stakeholder Management 50 Models for Strategic Thinking English Vocabulary For Computers and Information Technology Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link   **Administration of the State of Minnesota ...** Minnesota. Municipal Reference Bureau,1924   **Organization, Duties and the Administrative and**

Accounting Procedure of the Department of the President of the Borough of Manhattan of the City of New York as of December 31, 1909 ... Bureau of Municipal Research (New York, N.Y.),1910   **Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research** ,1925   Administration Reports Ceylon,1928 Includes reports of the government agents of the various districts as well as reports of departments   *Bulletin* ,1913 No 41 contains a complete list of bulletins issued to July 1892 with both volume and consecutive numbers   "Code of Massachusetts regulations, 2012" ,2012 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020   **"Code of Massachusetts regulations, 2011"** ,2011 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020   **The Massachusetts register** ,1987-06-12

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web genndy tartakovsky born january 17 1970 is a russian american animator director producer screenwriter voice actor storyboard artist comic book writer and artist better known to be the director of the original star wars clone wars animated tv series which are now considered legends material he has worked outside of star wars his best

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web plot the series begins shortly after attack of the clones as the failing galactic republic and the jedi are under siege from the separatist confederacy of independent systems and the sith as the war rages on more and more planets start to
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web 1 video 7 photos genndy tartakovsky was born and raised in moscow ussr he and his family moved to chicago il when he was 7 years old after his father defected to the us his interest in comic books and animation led him