



Roger McRaven

Administrative Assistant

📍 Orlando, FL, United States 890-555-0401

Profile

Punctual, organized and proactive Administrative Assistant with 10+ years in both legal and professional services environments.

Employment history

Aug 2013 – Mar 2018

New York, New York

Senior Administrative Assistant at Morgan & Morgan

Morgan & Morgan is a nationwide personal injury law practice. As a Senior Administrative Assistant, I am responsible for providing administrative support to the entire law firm, as well as overseeing a team of 6 Administrative Assistants who are assigned to specific attorneys. My responsibilities include:

- Answering and directions phone calls, taking messages when necessary
- Organizing and scheduling meetings and appointments
- Maintaining an internal and external contact list of relevant numbers and contact information
- Producing and distributing letters, memos, forms, reports, and legal documents
- Developing and maintaining a rigid filing system
- Overseeing a team of Administrative Assistance, including facilitating daily and weekly meetings

Mar 2010 – Mar 2013

Hoboken, New Jersey

Administrative Assistant at Robert Half

Robert Half is a staffing and recruiting agency. As an Administrative Assistant, I was responsible for managing and distributing the flow of information throughout the office, including bookkeeping, documentation, and planning and scheduling. My responsibilities included:

- Taking inventory of and ordering office supplies on a regular and ad hoc basis
- Submitting and reconciling expense reports
- Attending meetings, taking notes, and distributing meeting minutes
- Following up on meeting action items to ensure activities were completed within their designated timeline
- Providing general support to office visitors

Details

143 Main Ave

Orlando, FL, 32804,
United States

890-555-0401

carykupper@gmail.com

Date / Place of birth

05/10/1983
Orlando, FL

Nationality

USA

Driving license

Full

Skills

Faxing

Scheduling

Documentation

Mail Distribution

Presentations

Customer Service

Reporting

Project Management

Travel Arrangements

Supply Inventory &
Ordering

Mar 2005 – Mar 2010

New York, New York

Administrative Assistant at Google

Google is an American multinational technology company that specializes in internet related services and products. As an Administrative Assistant at Google, I was responsible for supporting their People Services (HR) department. My core responsibilities included:

- Planning events and meetings, including the set up of team luncheons
- Scheduling and managing appointments
- Preparing presentations materials for meetings
- Proofreading documents and maintaining a rigid filing system
- Answering the phone and directing calls