

RESUME OF ANNABELLE CUPIDO

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SUMMARY

Administrative Assistant with experience in a variety of industries providing support to senior executives. Excellent time management skills with demonstrated ability to prioritize and handle multiple projects in fast-paced environments. Detail-orientated with success implementing solutions to create optimal efficiency. Works well independently and as a team member. Strong interpersonal and communicational skills with the ability to collaborate with diverse individuals.

HIGHLIGHTS

- Able to multitask
- Able to proactively seek solutions
- Able to work under tight deadlines with flexibility
- Able to prioritize and plan work
- Able to take initiative
- Energetic work attitude
- Proficient in MS Word, Excel & PowerPoint
- Strong organizational and administration skills
- Able to maintain complete confidentiality at all times
- Good written communication as well as interpersonal skills
- Able to work under pressure

EXPERIENCE

Assistant Dining Room Manager – Brookdale Senior Living Solutions – Dec 2019 – Present

- Monitor every form of service that is being rendered to residents
- Attend to and address all resident issues, and maintain customer satisfaction at all times
- Make sure that workers adhere to the dining room operation and service standards
- Oversee inventory of all dining room products
- Help in the recruitment and training of suitable employees
- Make sure that a clean and healthy dining area is maintained at all times
- Greet and usher in residents to the dining area, and also introduce (or explain if the need arises) all menus to them
- Scheduling and supervising dining room servers
- Assist with orientation and training of new servers
- Maintain standards for safety, sanitation, storage of food supplies and banquet supplies
- Interact courteously and tactfully with managers, coworkers, customers, vendors, residents and their family members

Administrator – Health Junction April 2016 – Dec 2017

- Managing the diary by arranging and managing meetings and appointments for all staff members
- Manage all expenses of the CEO
- Screening calls, enquiries and requests and handling these when appropriate
- Draft internal and external correspondence as and when requested
- Undertaking research and documentation of findings
- Collation of necessary information for input into Marketing
- Purchasing of stock and office stationery and supplies / amenities, liaising with suppliers
- Overseeing of general staff and the efficient running of their areas of responsibility
- Coordinating and implementing various tasks and projects when required
- Coordinating staff/customer functions as and when required
- Supervising events/equipment and providing catering requirements of clients/staff
- Coordinating, overseeing and handling property, tenants
- Updating financial spreadsheets & debt collection
- Invoicing all clients using Panacea program
- Inputting all client information into Maximizer program
- Updating the website, Facebook page and other social media sites
- Proactively utilizing marketing ideas/approaches in advertising & assisting with marketing, pamphlets & newsletters
- Sending Newsletters to client database every month
- Banking & Petty cash reconciliation, transfers and payments of company expenses

Administrative Assistant - L&E Meridian June 2014- Sep 2015

- Performed Administrative duties – (Microsoft Office Suite), scanning & photocopying
- Maintain database and downloading of data from client websites
- Updated production schedules
- Coordinated job estimates with assistance from Estimating department
- Logged jobs and trafficking activity in database & on production schedule and maintained job files of project materials

- Clients, outside vendors, and inter-departments process to be coordinated efficiently and timely
- Routed materials in various stages for approval by client
- Proofread and traffics copy and blue lines, setup insertion samples performed quality control for approvals
- Followed quality control procedures to ensure accuracy and quality of work performed
- Monitored job progress and directed production scheduling to meet client deadlines
- Resolved discrepancies in job progression to ensure client satisfaction
- Generated client billing and routed for approval as necessary

Administrative Assistant/Customer Service Coordinator -Print Mail Communications Sep 2012 - April 2013

- Welcomes on site visitors, determines nature of business & announces visitors to appropriate personal
- Data entering/Purchase Orders
- Update various databases
- Receives, sorts & routes mail, maintains & routes publications while communicating with the messenger service
- Co-ordinate office deliveries
- Allocate clients jobs and check requests
- Inputting Postage Checks Allocation
- Screening President and Senior Management Calls
- Performs other clerical duties
- Maintains fax machines, assists users, sends faxes, retrieves & routes incoming faxes
- Scanning confidential documents for the President of company and compiling PDF files
- Co-ordinate schedules

Administrative Assistant - KBR November 2005 – November 2011

- Provided discreet administrative & secretarial support to Director of Logistics
- Compose & type correspondence, memos, presentations and confidential material
- Plan, book and managed travel arrangements
- Produce meeting agendas, presentations and other material for assigned executives
- Performed administrative duties including faxing, copying, scanning, ordering supplies
- Research and compiling information
- Draft and independently prepare internal communications, legal documents and Power point presentations
- Record Management – electronic and paper
- Oversee relationships with outside vendors
- Generate and distribute weekly, monthly and other reports
- Managed calendar and appointment setting for managers
- Arranged travel, accommodation and car hire for Director & Senior Management – Overseas travel

PA to Editor/Office Manager Touchline Media Inc. July 2003 – Nov 2005

- Provided administrative duties for the Editor and editorial staff
- Performed calendar management, overseas communications and dictation of publishing agendas
- Coordinated media events, photo shoots, contracts and layout production
- Performed bookkeeping and accounts payable functions
- Conducted market research and prepared presentations
- Planned & supervised all travel arrangements including: Air travel, ground transportation and accommodation
- Effectively managed all important telephone calls – collected and sorted mail
- Liaison with other staff regulatory authorities, suppliers and clients
- Maintaining & enhancing the working environment of the department
- Producing board meeting papers, agendas and facilities for meetings
- Responsible for stationery acquisition, periodicals and subscription
- Involved in recruitment, budgets and account & managing junior staff & HR issues

Education

- High School Diploma
- Secretarial Certificate
- Certificate in Advance Microsoft Packages; MS Word, Excel & Power Point
- Certificate in Dutch – Obtained in Amsterdam