

ALIYAH STEPHENS

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professional summary

Administrative Assistant who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in boosting company morale.

skills

- 140 WPM typing speed
- Excellent communication skills
- Flexible
- Works well under pressure
- Multi-line phone proficiency
- Employee training and development
- Critical thinker
- Advanced clerical knowledge
- Administrative support specialist
- Pleasant demeanor

work history

Intern

Northrock Church

Aug 2012 - Jul 2013

Thornton, CO

- Answered and quickly redirected up to 20 calls per hour.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.
- Managed office supplies, vendors, organization and upkeep.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Maintained a clean reception area, including lounge and associated areas.

Office Associate

Promo Readers

Aug 2011 - Jul 2012

Lakewood, CO

- Promoted from Team Leader to Assistant Manager within one month.
- Interviewed job candidates and made staffing decisions.
- Assigned employees to specific duties to best meet the needs of the store.
- Reordered inventory when it dropped below predetermined levels.
- Instructed staff on appropriately handling difficult and complicated sales.
- Scheduled and led weekly store meetings for all employees.
- Increased profits through effective sales training and troubleshooting profit loss areas.

education

High School Diploma: College Preparatory

Manhattan High School

2007

Manhattan, KS

Bachelor of Science: Music Production

Berklee College of Music

Current

Boston, MA

accomplishments

- Coordinated weekly project team meetings and drafted agendas to increase meeting efficiency.
- Managed inventory and office budgeting for supplies for busy office of 30+ employees.
- Successfully resolved 100+ customer issues per Month.
- *Management Support*
 - Ensured smooth operations by supporting executive team.
- *Computer Proficiency* - Created PowerPoint presentations that were successfully used for business development.