REESE KING

**Administrative Assistant**

New York, NY 10001 reese.king@email.com (917) 555-1120

LinkedIn:

Administrative assistant with eight years of experience supporting executives in legal and financial settings. Skilled in schedule coordination, document management, and data entry. Proven track record of streamlining office workflows and reducing operational delays.

**Key Skills** Calendar management

Client communications Document formatting Filing systems Microsoft Office Suite Travel planning

**Professional Experience Administrative Assistant** *Harlow & Partners LLP | New York, NY | January*

*2019 - Present*

 Oversaw calendars and travel for five senior partners, reducing missed meetings and travel costs by 23% year-over-year

 Revamped filing system across two departments, cutting client document retrieval time by over 40%

 Processed monthly billing for 100+ clients, improving invoice accuracy and accelerating collections by an average of 12 days

**Ofce Coordinator** *Glenview Financial | Brooklyn, NY | June 2015 - December 2018*

 Created new system for internal communication and task tracking, reducing email volume by 35%

 Managed supply budgets and vendor contracts, negotiating rate reductions that saved $14,000 annually

 Prepared compliance and audit documentation, lowering prep time by 50% and reducing correction rounds

**Education Associate of Arts (A.A.) in Business Administration**

*Borough of Manhattan Community College | New York, NY | May 2015*

**Certiications Certiied Administrative Professional (CAP) | 2023**