

CONTACT

✉ danielle.brooks@email.com

☎ (555) 013-5570

📍 Columbus, OH

TECHNICAL SKILLS

Microsoft 365 (Outlook, Word, Excel)

SharePoint

Google Workspace

SAP Concur

Calendar management

Travel booking

Vendor management

Minute taking

SOFT SKILLS

Discretion

Prioritization

Clear writing

Danielle Brooks

Administrative Assistant

ABOUT ME

Administrative assistant with seven years of experience, supporting a 40-person engineering office and two senior directors. Runs calendars, travel and vendor accounts in Microsoft 365 and Concur, and cut office supply and catering spend by 18% in a year by consolidating vendors.

WORK EXPERIENCE

Administrative Assistant

March 2021 - present

Hollis & Carver Engineering

- Manage calendars and travel for two senior directors: 25+ meetings a week and about four trips a month.
- Moved supplies and catering from seven vendors to two, cutting annual spend from \$48,000 to \$39,400.
- Built a SharePoint intake form for facilities requests; average time to close fell from six days to two.
- Onboard every new hire in the office (equipment, badge, accounts, first-week schedule): 14 hires in 2025.

Front Office Coordinator

January 2019 - February 2021

Maple Ridge Family Dental

- Scheduled patients for four dentists and confirmed next-day visits by text; no-shows fell from 11% to 6%.
- Replaced paper intake with digital forms, saving the front desk about five staff hours a week.

EDUCATION

Columbus State Community College

August 2016 - May 2018

Associate of Applied Science in Business Management

CERTIFICATES & COURSES

Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps)

Microsoft · May 2023