




Amar Singh

EXECUTIVE ASSISTANT



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-  San Francisco, CA 12345

SKILLS

- Communication
- Data entry and report generation
- Employee training
- Inventory management
- Microsoft Office Suite
- Team support and collaboration

EDUCATION

ASSOCIATE OF ARTS (A.A.) IN BUSINESS ADMINISTRATION

City College of San Francisco,
San Francisco, CA

June 2021

CERTIFICATIONS

Microsoft Office Specialist,
Microsoft, 2022

PROFILE

Administrative professional with over three years of office experience in the food service and academic sectors. Recognized for maintaining regulatory compliance through budgetary constraints. Focused on office optimization through resource allocation and inventory tracking.

PROFESSIONAL EXPERIENCE

OFFICE COORDINATOR

HelloFresh, San Francisco, CA

March 2023 - present

- Administer inventory tracking and reconcile annual purchases worth over \$100,000 in adherence to budget and spending policies
- Manage daily office operations such as mail handling, office space improvements, and conference room setup
- Onboarded 30 new employees, providing essential office training and learning resources
- Support the employee engagement and HR teams with administrative tasks and in-office events
- Reduced mail turnaround time by 25% with the implementation of a new sorting system

ADMINISTRATIVE ASSISTANT

Bay Community College, San Francisco, CA

June 2021 - February 2023

- Executed data entry, report generation, and curriculum maintenance for 30 academic programs
- Supported the administration of approximately \$50,000 in educational grants each year
- Managed scheduling for two senior vice presidents and over 300 appointments and meetings each year
- Assisted with updating college web pages for courses and program requirements
- Supported more than 500 students with withdrawal processes and schedule preparations to ensure the registration process ran smoothly