



Sophia Turner


An efficient Administrative Assistant with over 3 years of experience in supporting executive teams, handling communication, and managing office operations. Known for improving office workflow and providing excellent support across multiple departments.

CONTACT

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 LinkedIn | Portfolio

 Dallas, TX 75201

KEY SKILLS

- Scheduling & Calendar Management
- Travel Coordination
- Office Support
- Document Management
- Client Communication

PROFESSIONAL EXPERIENCE

January 2021 - Present

Administrative Assistant | WestStar Consulting | Dallas, TX

- Coordinate calendars for senior executives, ensuring all meetings are organized and optimized for time management.
- Handle office communication, both internal and external, ensuring timely responses and seamless information flow.
- Organize meetings and travel arrangements for the executive team, reducing scheduling conflicts by 30%.
- Assist with preparing presentations and reports for client meetings, ensuring high-quality outputs.

June 2019 - December 2020

Administrative Assistant | Nexus Technologies | Dallas, TX

- Managed day-to-day office operations, including inventory, supply orders, and coordinating office activities.
- Streamlined filing and document management processes, reducing time spent on retrieval by 20%.
- Assisted with client onboarding, ensuring a smooth transition for new clients and positive first impressions.

EDUCATION

Associate of Arts in Business Administration

Dallas Community College, Dallas, TX | May 2019