

PRIYA RAMESH

Administrative Assistant with 6 years supporting director-level teams in legal and biotech offices. Known for keeping calendars clean, expense reports on time, and visiting clients impressed. Comfortable owning travel logistics for 10+ executives at once.

CONTACT INFORMATION

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-  Raleigh, NC

EDUCATION

Associate of Applied Science,
Office Administration
Wake Technical Community
College
May 2018

KEY SKILLS

- Microsoft 365 (Outlook, Teams, SharePoint, Excel pivot tables)
- Concur, Navan, DocuSign, Adobe Acrobat Pro
- Calendar management across multiple time zones
- Travel booking and expense reconciliation
- Vendor coordination and event logistics
- Notary Public, State of North Carolina

PROFESSIONAL EXPERIENCE

Senior Administrative Assistant | Halberton Biosciences, Raleigh, NC August 2021 – Present

- Manage calendars and inbox triage for the VP of Clinical Operations and three directors, handling roughly 140 meeting requests per week.
- Cut average travel booking turnaround from 3 days to under 8 hours by switching the team to Navan and writing a one-page approval guide.
- Coordinate quarterly site-monitor visits, including hotel blocks, badge access, and catered lunches for groups of 20-30.
- Process expense reports in Concur and flag policy exceptions before submission, reducing finance kickbacks noticeably.
- Onboard new hires on the ops team: orders equipment, schedules first-week sessions, and runs a 30-minute systems walkthrough.

Administrative Assistant | Crowne & Vesper LLP, Durham, NC June 2018 – July 2021

- Supported two partners and four associates in commercial litigation, managing court filing deadlines and discovery binders.
- Booked roughly 90 depositions per year across regional and out-of-state venues, coordinating with court reporters and videographers.
- Took over front-desk coverage during a six-month receptionist gap with no drop in client greeting standards.
- Built a shared Outlook category system that the practice group still uses for matter tracking