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Andrew Young

Office Assistant

Office assistant with 11 years across construction, nonprofit, and engineering offices. Run reception, calendars, vendor billing, and light HR onboarding for offices of 25 to 80 people. Comfortable being the person executives, field crews, and the IT vendor all call first.

Location

Savannah, GA

Phone

(912) 555-0167

Email

priya.halvorsen@example.com

Education

Associate of Arts, Office Administration, Savannah Technical College, 2013

Notary Public, State of Georgia, current

Key Skills

- Microsoft 365 and SharePoint
- Concur, Paylocity, Bloomerang, AppFolio
- Vendor and contract review
- New-hire onboarding paperwork
- Calendar and travel for executives
- Meeting minutes and board packets
- Petty cash and reconciliations
- Front-desk and multi-line phones
- COI tracking
- Notary Public (GA)

Professional Experience

Senior Office Assistant, Tidewater Civil Engineering, Savannah, GA | 2020 to Present
2020 - Present

- Run day-to-day operations for a 78-person office: reception, mail, conference rooms, and the office credit card.
- Own the project-billing handoff between PMs and accounting, reviewing about 120 monthly invoices for missing PO numbers or wrong cost codes.
- Renegotiated the janitorial and coffee service contracts during 2023 renewal, trimming combined annual spend by \$11,400.
- Onboard new hires on day one: badge, laptop pickup from IT, parking, and the W-4/I-9 paperwork in Paylocity.
- Coordinate quarterly all-hands lunches for staff plus field crews coming in from four job sites.

Office Assistant, Coastal Habitat Alliance, Brunswick, GA | 2016 to 2020
2016 - 2020

- Supported the executive director and a five-person program team at a 25-person environmental nonprofit.
- Processed donor acknowledgments within 5 business days for an average of 1,800 gifts a year in Bloomerang.
- Booked travel and lodging for board members ahead of three annual meetings, including a 40-attendee retreat.
- Took meeting minutes for the board and circulated approved versions within the next business day.
- Maintained the shared drive's filing taxonomy after a 2018 cleanup that retired 400+ duplicate folders.

Administrative Assistant, Pelham Modular Homes, Pooler, GA | 2014 to 2016
2014 - 2016

- Answered a multi-line phone for a regional homebuilder, routing about 80 calls a day across sales, service, and the plant.
- Reconciled petty cash and gas card statements monthly with under a \$50 variance.
- Tracked subcontractor COIs in a shared Excel workbook and flagged expired coverage before site visits.
- Booked travel for two regional managers using Concur and the company's preferred-hotel list.

Receptionist, Eastbrook Property Management, Garden City, GA | 2013 to 2014
2013 - 2014

- Greeted tenants and prospective renters at a 12-person leasing office and logged maintenance requests in AppFolio.
- Drafted standard lease packets and renewal letters from the firm's templates.
- Handled outgoing certified mail for late-notice and lease-violation correspondence.

- Trained the weekend front-desk hire on visitor logs and the after-hours call protocol.