



DEVIN PARK

CONTACT INFORMATION



(614) 555-0188



devin.park@example.com



Linkedin.com/in/devinpark



Columbus, OH

KEY SKILLS

- Microsoft 365 (Outlook, Teams, Excel)
- Concur expense reporting
- Calendar management
- Meeting coordination
- Travel booking
- Zoom and Webex
- Front-office operations
- Note-taking and follow-ups

ABOUT ME

Administrative professional with 3 years supporting directors and VPs at a mid-size insurance firm. Comfortable owning busy calendars, expense reports, and cross-team meeting logistics.

PROFESSIONAL EXPERIENCE

Executive Assistant

Northbridge Mutual, Columbus, OH | February 2022 - Present

- Support 2 VPs and a director across underwriting and claims, managing 35-45 meetings each week.
- Process 60+ expense reports per month in Concur and flag anything outside policy before submission.
- Coordinated a regional sales kickoff for 120 attendees, coming in \$4,200 under the approved budget.
- Cleaned up an inbox backlog of 1,800+ unread messages and built filters the VPs still use.

Administrative Coordinator

Hartwell Legal Group, Columbus, OH | June 2020 - January 2022

- Scheduled depositions and client meetings for 5 partners.
- Built a shared intake form that cut new-client onboarding time from 4 days to 2.
- Handled front-desk coverage, mail routing, and conference room booking for a 30-person office.

EDUCATION

A.A., Business Administration

Columbus State Community College | May 2020