

Andrew Obiajulu

Executive Assistant

Looking to utilize my receptionist experience to help Greystone Technology's executives stay organized and efficient so they can do what they do best.

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(123) 456-7890

Boulder, CO

 [LinkedIn](#)

Work Experience

Tebo Properties

Front Desk Receptionist

2019 - current | Boulder, CO

- Answered and screened calls for an eight line system that received on average 97 calls per hour.
- Prepared monthly reports in Excel documenting and visualizing patient flow, saving over 50 employee-hours each month.
- Maintained an inventory of office and kitchen supplies in Excel, then ordered new supplies and re-stocked as necessary.
- Ensured tenant roster information was up to date at all times by maintaining personal relationships and scheduling periodic outreach calls.
- Managed sending and receiving of all mailings, orders, invitations and flowers.
- Led the introduction of Calendly for all sales appointments with executives, which increased call rate by 11%.

Skills

- Google Workspace (Docs, Sheets, Slides, Forms, Calendar)
- Microsoft Office Suite (Word, Outlook, PowerPoint, Excel)
- Billing/ Expenses
- Time management

Education

Front Range Community College

Associate of Arts, Business

2017 - 2019 | Boulder, CO

Activities

- Captain, Front Range Debate Team (2018)
- Teacher's Assistant, Intro to Business Administration (2019)