ADDRESS 415 Bishop Street #303 CELL 312.555.6840

Chicago, IL 60608 EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SKILLS

Windows & Mac

Microsoft Office

Apple iWork

SharePoint

Salesforce

QuickBooks

Lotus Notes

Adobe InDesign

Adobe Photoshop

EXPERIENCE

Executive Assistant II CHICAGO, IL

*Rev Development Group, June 2007 – Present*

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over $3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL

*Carter Taylor Investments, October 2001 – June 2007*

Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors’ schedules.

Administrative Assistant SPRINGFIELD, IL

*Icon Office Solutions, May 1997 – October 2001*

Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of $350,000+.

TRAINING & EDUCATION

Microsoft Office Specialist MICROSOFT OFFICE 2010

Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION

University of Illinois Springfield 1997 – 2001

Associate Degree OFFICE ADMINISTRATION

Lincoln Land Community College 1995 – 1997