

Kelsey MacLellan

Edmonton, Alberta, Canada

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www.kelsmaclellan.com

Administrative Assistant

Meticulous professional that is success driven, comfortable with multi-tasking, detail oriented in order to execute proper record management, creation of documents or data sheets, and answering all inquires. Recently graduated with Microsoft Suite, Business Correspondence, and Office Procedures to ensure all tasks are thoroughly met and on time.

Personal and Professional Attributes

- Advanced Microsoft Suite (Word, Excel, Access, PowerPoint, Outlook)
- Advanced knowledge of Windows 7 and Macintosh systems
- Strong organizational, written and oral communication and interpersonal skills
- Sound judgement, ability to make decisions independently under pressure, willingness to adapt frequently to changes, and maintain excellent confidentiality
- Maintain records, schedule meetings, record minutes, and coordinate supplies
- Review, prioritize, route and track all incoming/outgoing correspondence to appropriate staff
- Strong ability to coordinate meetings, business calls, organize mail, memorandums, reports, letters, contact lists, file correspondence
- Ability to work either with a team or independently to participate as part of a larger divisional administrative team
- Coordinate system repairs, system set-up, completion of Action Requests, and branch distribution
- Pleasant and professional phone, email, and face-to-face etiquette
- Excellent experience using social media sites (Twitter, Facebook, Instagram, LinkedIn, Pinterest)
- Typing 50-60 WPM

Relevant Employment History

Virtual Assistant

The Investigation of Self - Debbie Gutierrez, based in Connecticut, U.S.A. March 2015 - August 2015

- Edit and proofread articles, website postings, letters, reports, and book pages
- Update social media platforms including LinkedIn, Twitter, Facebook, and Pinterest
- Market upcoming book and help attract potential clients

Other Employment History

Hostess

Jungle Jim's, West Edmonton Mall, Alberta, Canada

June 2014 - November 2014

- Greeted customers, created timed waiting lists, answered reservation calls
- Cleaned and wiped tables, refilled condiments, swept floor
- Trained new employees

Cashier

Dairy Queen, Edmonton, Alberta, Canada

February 2014 - June 2014

- Greeted customers, answered basic inquiries (hours of operation, over the phone cake orders)
- Cleaned and wiped down tables, stocked supplies
- Served soft serve ice cream and occasionally trained new employees

Education

Academy of Learning College

Administrative Assistant Diploma

March 2015 - August 2015

Microsoft Word 2010 (Level 1, 2, and 3)	Microsoft Outlook 2010	Office Procedures (Level 1 and 2)
Microsoft Excel 2010 (Level 1, 2, and 3)	Microsoft PowerPoint 2010	Business Correspondence (Level 1 and 2)
Microsoft Access 2010	Customer Service	Grammar Essentials for Business Writing

High School Diploma

Diploma from Queen Elizabeth Senior High School

May 2014

Professional Development

Job Search/Resume Writing Course

Certificate from Academy of Learning College - Career Centre

July 2015

Thought Patterns for a Successful Career

Certificate from The Pacific Institute

April 2015