EXPERIENCE

Administrative Assistant with 7+ years of experience working directly for the CEO of Regions Financial, a Fortune 500 company. Possesses a Global MBA, impeccable written and verbal communication skills, and excellent interpersonal skills.

CAREER OBJECTIVE

AMAN

VERMA

Administrative Assistant

Address

324, Blackwood Street

San Antonio, TX, 78203

Email

aman.verma@gmail.com

Phone

(210) 268-1624

CONTACT

SKILLS

Analytical Thinking Problem Solving

Team Leadership Tolerant & Flexible

Organization & Prioritization

Problem Solving

Team Leadership Tolerant & Flexible

Strong Communication Strong Communication

Certified Administrative Assistant (CAA) / 2015

CPR Certified / 2018

HIPPA Certified / 2018

PMP Certified / 2009

Aman Verma

Regions Financial

(210) 123-1268

Aman.Verma@gmail.com

Direct Manager/Supervisor

REFERENCES

Brown University, Providence, RI

Executive MBA, GPA 3.7, November 2007

Brown University, Providence, RI

Bachelor of Arts in Finance, GPA 3.7/4.0, May 2005

*Relevant Coursework:* Economics, Marketing, Data Management

*Awards & Honors:*Ivy League Debate Championship

*Extracurricular Activities:*Hockey Team Captain

**Date:**

**Place:** (Signature)

EDUCATION

Regions Financial, Birmingham, AL

Administrative Assistant, Aug 2012-Present

* Streamline direct office services such as departmental finances, records, budget preparation, personnel issues, and housekeeping, vastly reducing wasted time and saving $150,000 per year.
* Read and analyze incoming reports and memos to determine their importance and plan their distribution across a staff of 15.
* Conduct in-depth research, compile data, and prepare papers for consideration in biannual reviews presented to high-level executives and governing committees.
* Prepare daily memos, reports, invoices, financial statements, and other documents using word processing, database, spreadsheet, or presentation software.

Virginia Department of Social Services, Richmond, VA

Rehabilitation Counselor, Sep 2008-Jul 2012

* Strategized with 200+ clients to help them achieve goals, choose rehabilitation programs plans, and develop a menu of options for accessing necessary social services.
* Trained a team of 4 interns to prepare and maintain case files, documenting clients’ personal and eligibility information, services provided, narratives of clients’ contacts, and relevant correspondence.
* Developed and maintained strong relationships with community referral sources, such as schools, churches, government resource centers, and local businesses.

CERTIFICATIONS / ACHIEVEMENTS