AFRO SAMURAI

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- Regulatory Compliance
- MS 365 Office Suite
- Verbal & Written Communication
- Organization
- Time Management
- Strategic Planning
- SAP Concur Reporting
- Foresight on organization needs.
- Office Project Management

PROFESSIONAL EXPERIENCE

Executive Assistant, Wayne Enterprises - *Gotham, TO* *August 2015 – Present*

- Supervised the CEO's calendar, handled meetings and inquires. Ensured clear communication from the executive to project teams.
- Coordinated executive off-sites and other events for up to 800 employees.
- Coordinated catering for annual staff forum, negotiated terms and pricing agreements, saving at least $30K annually.
- Managed all documentation, designed and implemented various documents and business cards, monitored email, and replied on behalf of the CEO with regard to related issues.
- Utilized MS Excel to generate complex Data Query reports to help CEO develop new company strategies and initiatives.
- Prepare, review and submit Expense Reports in Concur for CEO and 7 members of the Executive staff.
- Facilitates the distribution of equipment and initial on-Boarding for a cohort of 20 Interns every quarter.
- Reduced office overhead expenses by 30% by negotiating a new agreement with our existing supplier through leveraging competitive market rates.

Office Administrative Assistant, The Jupiter District – *Jupiter, TO* *March 2014 – July 2015*

- Reviewed external penetration tests and regulatory audits to remediate its findings to ensure the security of the network resources;
- Performed daily administrative functions such as answering calls and emails, scheduling meetings, writing multiple reports and other forms.
- Provided constant and reliable administrative support to 20 office team members.
- Assisted the HR manager by maintaining personnel files for job applicants as well as active and terminated employees.
- Maintained, coordinated and updated the client database, records and mailing lists.
- Maintained an inventory of office supplies.

Office Receptionist, Ra'Sol Entertainment – *Toronto, ON* *January 2008 – February 2014*

- Transformed manual processes into a computerized, well-documented standard operating procedures system (SOP).
- Performed daily administrative functions such as answering calls and emails, greeting visitors, invoicing, and maintaining the inventory of office supplies.
- Managed and prepared multiple reports, spreadsheets, documents and other forms and handled all media and PR inquiries.
- Scheduled meetings and managed the calendar, took the meeting minutes and forwarded the minutes via email to all the partners.

EDUCATION & CERTIFICATION

2014
University of East London
Bachelors of Commerce

2012
Seneca College
Advanced Diploma
Radio Broadcasting

2019
Google Specialization
- Google Analytics
- SEO Course

2017
Microsoft
Microsoft Office Specialist (MOS)

2016
Certified Professional Organizer
BCPO