
JESSICA JONES

Maintown, VT 77555 | (888) 555-9955 | jjones@rremail.com

Executive Administrator | Office Manager

Dedicated Office Manager/Executive Administrator with expertise in interfacing with vendors, clients, and senior management and directing executive-level administrative affairs. Combined organizational and communication skills with the ability to independently plan and manage diverse business relationships. Proficient in time management with a disciplined execution strategy.

Areas of Expertise

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|---------------------|---------------------|
| • Office Management | • Data Management |
| • Staff Development | • Quality Assurance |
| • Document Control | • Case Management |
| • Report Generation | • Legal Compliance |
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Professional Experience

Executive Staff Assistant/Case Manager	03/2022 to Current
Human Services	Maintown, VT

Manage document control by reviewing files, records, and critical documents to confirm accuracy while ensuring compliance with State policies and procedures. Schedule Commission meetings and assist with meeting materials and agendas.

- Forge optimal administrative, customer service, and case management for Commission.
- Initiate creation of factual, bi-monthly newsletters related to Commission's mission.
- Spearhead creation of internal database to prepare accurate statistical reports.
- Streamline operations by organizing files and documents and implemented workflow and organization.

Support Staff	07/2019 to 03/2022
Legal Aid	Maintown, VT

Managed daily operations of legal office, including prepared monthly staff meeting agenda and minutes, assisted attorneys with review and analysis of witness reports, and filed court documents on behalf of staff attorneys. Maintained strict procedures to uphold client confidentiality.

- Developed and implemented alert system for deadlines on incoming requests and court filings.
- Developed system for organizing directories within database for ease of locating essential documents.
- Managed court calendar for 6-attorney's and administrative support to 9-member advocate team.

Accounts Payable Specialist	07/2016 to 07/2019
Supply Company	Maintown, VT

Maintained accounting systems and account books with accuracy by entering data precisely and proofreading. Reached out to vendors and customers to verify information and follow up on issues.

- Used advanced software skills to produce high-quality documents, reports, and presentations.
 - Prepared month end closing entries for detailed reporting and recordkeeping.
 - Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
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Education

Associate of Science: Administrative Management
Community College

Maintown, VT