

# Vincent Chandler

Administrative Assistant

## Personal Info

### Email

vincent.chandler@gmail.com

### Phone

577-517-7154

### LinkedIn

linkedin.com/in/vincent.chandler

## Skills

Data entry

Touch Typing (97 WPM)

Work Scheduling

Communication skills

Critical Thinking

Problem-Solving

Time-Management

Teamwork

## Languages

English—native speaker Mexican

Spanish—advanced

## Software

- LibreOffice (Writer, Calc, and Impress)
- Microsoft Office (Word, Excel, and PowerPoint)Google Docs
- JIRA
- Sharepoint
- Jitsy Meet
- Microsoft TeamsMattermost

Highly organized administrative assistant with 5+ years' experience working in busy office environments. At VSR Inc., implemented a rostering system that kept staff levels at 100% while reducing overtime by 15% and documented complex procedures, saving VSR up to 70% on onboarding new hires. Seeking to leverage proven organization and coordination skills in the role of Office Manager with Alani Group.

## Work History

2020-05

- present

### Administrative Assistant

*VSR Inc., New York, NY*

- Created an online meetings-availability calendar, cutting scheduling back-and-forth emailing by over 75%.
- Implemented a spreadsheet-based rostering system for the administration team, keeping staff levels at 100% while reducing overtime by 15%.
- Documented procedures for completing more involved tasks, saving VSR up to 70% on onboarding new hires.
- Wrote email redirection filters, saving the team over two work hours each week on forwarding emails.

2017-02

- 2020-02

### Administrative Assistant

*PBJcloud, New York, NY*

- Responded to an average of 11 internal and external telephone inquiries and 15-20 emails per day.
- Maintained a working knowledge of 1,000+ pages of policies and regulations.
- Changed office supply vendors, saving PBJcloud over \$22,600 per month in supply and delivery costs.
- Organized 12 years of archived paperwork, disposing of or digitizing over half of it.

## Education

2017-09

- 2021-06

### BA (Vocational Studies) Office Management & Secretarial Practice

*New York University, NY*

- Pursued a passion for business law coursework.
- GPA: 4.1.

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**Alasco Delancey Brigham, Henry  
Rogers Hayden**



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**Summary Proceedings** World Bank,1966      **Press Summary - Illinois Information Service** Illinois Information Service,2001-03-15      **Editor & Publisher** ,1965 The fourth estate      **Federal Register** ,1990      **Engineering News-record** ,1971      **Engineering and Mining Journal** ,1897      **The Railway Times** ,1908      **The Commercial & Financial Chronicle and Hunt's Merchants' Magazine** ,1888      Commercial and Financial Chronicle Bankers Gazette, Commercial Times, Railway Monitor and Insurance Journal ,1888      **Building News** ,1882      American Manufacturer and Trade of the West ,1897      **New York Produce Review and American Creamery** ,1896      **Library Hotline** ,1986  
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