

Danielle L. Davis

ADMINISTRATIVE SUPPORT PROFESSIONAL

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PROFESSIONAL SUMMARY

Motivated Executive Assistant with over twenty years of progressive administrative, project management, human resources and customer service experience with the highest levels of professional and person excellence. Have an exceptional work ethic, a pleasant personality, and a gift for solving problems in a fast-paced environment.

AREAS OF EXPERTISE

✓ Microsoft Office	✓ Project Management	✓ Event Planning	✓ Calendar Management
✓ Executive Support	✓ Meeting Coordination	✓ Correspondence Drafting	✓ Problem Solving Skills
✓ Organizational Skills	✓ Travel Arrangements	✓ Presentation Development	✓ Expense Reports

HALLMARKS:

- Demonstrated excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time management abilities.
- Proven ability to prioritize multiple projects simultaneously with tight timelines.

PROFESSIONAL EXPERIENCE

Executive Assistant, Novo Nordisk, Clayton, NC | 2021 – Present

Assists site quality control department in carrying out various duties including purchasing, administrative, and audit support as well as budget oversight.

- Organized project optimizing ordering processes successfully achieving a substantial reduction in the overall budget.
- Revitalized departmental social initiatives resulting in a 75% increase in employee engagement.
- Drove initiative to optimize vendor-managed inventory operations for enhanced user experience.
- Perform the scheduling and coordination of virtual and in-person meetings, events, and travel arrangements for a department consisting of over 100 individuals.
- Lead a training compliance improvement initiative, reducing department overdue training rates from 9% to under 3%.

Administrative Specialist, Amentum, Clayton, NC | 2009 - 2021

Provided administrative and clerical support via CMMS systems and Microsoft Office applications.

- Facilitated and presented monthly training for staff members on new procedures that improved office operations.
- Coordinated travel, saving the company approximately 30% on lodging arrangements.
- Served as liaison between the procurement department and outside vendors in the resolution of day-to-day administrative issues.
- Implemented effective billing monitoring systems to proactively identify and address overages, resulting in significant cost savings totaling thousands of dollars.

PROFESSIONAL EXPERIENCE CONTINUED

Engineering Aide, AAI Corporation, Goose Creek, SC | 2005 – 2007

Maintained procurement, manufacturing files of various types, manpower planning data, material requests, cost data, proposal data, contract documents, and related materials.

- Maintained multiple initiatives while delivering continuous support for five project teams simultaneously.
- Managed inventory using Excel spreadsheets to track lead times, reducing overall inventory expenses by substituting in-house items using Access database.
- Developed comprehensive PowerPoint presentations on a quarterly basis, providing detailed updated and progress reports on ongoing projects.

Executive Assistant, Cantor's Assembly of America, Akron, OH | 2003 – 2005

Performed overall administrative support to the Executive VP of the Cantor's Assembly of America. Provided job placement assistance for candidates into positions nationwide.

- Directed set-up and daily operation of satellite office providing overall administrative support to Executive V.P.
- Organized yearly Cantors Assembly Conference.
- Composed and distributed quarterly newsletter and arranged Cantors Assembly member directory.
- Created a computerized candidate database and streamlined client registration processes, contributing to one of the most successful placement seasons.

EDUCATION

North Carolina Wesleyan University | Rocky Mount, NC

Bachelor of Science, Business Administration

Beta Technical College | Charleston, SC

Computer Administration Specialist Certification

ADDITIONAL TRAINING & CERTIFICATES

IAAP Summit Administrative Professionals Conference | 2022 - 2024

Certified Notary Public | 2023