

Jeanne Mifflin

The Next Best Thing to AI

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Are you ready for real results? If so, visit my website at AtlantaOfficeGenie.net for a fuller picture of my skills and abilities.

Willing to relocate to: Atlanta, GA

Authorized to work in the US for any employer

Work Experience

Executive Assistant (Subcontractor)

Office Angels

February 2019 to Present

Several of my recent subcontract positions with Office Angels follow:

Administrative Assistant (Office Angels)

Emory University, NHW School of Nursing, Office of Information Technology - Atlanta, GA

November 2019 to February 2020

Software used: PC Windows, Office 365 - Outlook, Word, Excel (Pivot Tables), PowerPoint, OneNote and Emory student, faculty, staff and classroom search databases

Tasks performed:

- Researched TRAVEL ARRANGEMENTS
- Transcribed MEETING MINUTES and produced in approved format
- Produced REPORTS
- Updated FILING system
- Organized OFFICE SUPPLIES and monitored inventory
- ORGANIZED SMALL IT EQUIPMENT - presentation supplies and IT cords
- DISPENSED and retrieved loaner laptops to students
- Answered phone and GREETED visitors
- Maintained SPREADSHEETS
- Assisted with EXPENSE REPORTS
- Scanned and emailed DOCUMENTS
- Assisted with producing CONFERENCE MATERIALS
- Assisted with CATERING AND MEETING SET-UP

Executive Assistant/Office Organizing Specialist (Office Angels)

George Berkow, Inc

April 2019 to October 2019

Overview of tasks:

- Organized ACCOUNT FILES by number instead of name
- Created massive ACCOUNTS GUIDE and cross-reference
- RELOCATED storage files to make room for current use files

- Sifted through ARCHIVE files for retention or shredding (with approval)
- ESTABLISHED frequent use filing system for all staff access
- Respectfully PRESERVED family files

Executive Assistant to Catherine Downey (Office Angels)

CATMEDIA - Tucker, GA

March 2019 to September 2019

The duties I performed there included:

- VIDEO PRESCREENING Interviews (Teams Meetings) and Reports Creation on Job Applicants
- Reviewed old FILES FOR STORAGE OR DESTRUCTION (with approval)
- Reestablished FILING SYSTEM BASELINE
- Created NEW FILES as appropriate
- CONSOLIDATED existing files with current paperwork
- Created FILE LOCATION GUIDE with legend
- Recorded and produced STAFF MEETING MINUTES
- CLOSED THE OFFICE at the end of the day on occasion
- ORGANIZED SALES MATERIALS area including flyers, magazines/articles, reference guides, and promotional items
- COORDINATED my efforts with the existing Executive Assistant as needed

Ad Sales Representative

Hometown News Atlanta

January 2018 to July 2018

- NEGOTIATED B2B ad size, frequency and placement within the magazine
- GENERATED NEW BUSINESS through cold walk-ins and emails
- COLLABORATED WITH OWNER on rates and completed sales contracts
- SECURED PAYMENT for ad sales
- Completed EXCEL SPREADSHEETS delineating sales and commissions monthly
- Utilized effective TIME MANAGEMENT AND PLANNING skills
- WROTE PROFESSIONAL SCRIPTS for cold-calling and cold walk-ins
- DESIGNED MAIL CHIMP email campaigns
- Used HUBSPOT to manage contacts and timely follow-up
- Provided exceptional ongoing ACCOUNT MANAGEMENT to existing clients
- PROOFREAD ads monthly to ensure accuracy and correct magazine placement

Data Entry Coordinator (Waters Organization)

IMETCO

August 2017 to November 2017

Wrote a 50-page custom SOP manual for Steel Viking data entry processes including mathematical calculations performed during specific steps.

Education

Vocational School in Secretarial Science

Parish-Draughon Business College

Skills

- Mac and PC - Word, Excel, PowerPoint (5 years)
- Business, Sales and Nonfiction Writing (10+ years)
- Professional Voice
- Down-to-Earth and Friendly Demeanor

Links

<http://AtlantaOfficeGenie.net>

Assessments

Attention to Detail — Highly Proficient

October 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_assignment/ipidizprvcnlf39z

Administrative Assistant — Highly Proficient

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/0249cc62dad44d2a8c818118c7881bb2eed53dc074545cb7

Organizational Skills — Highly Proficient

October 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_assignment/9xoowfnosmge-n6c

Verbal Communication — Expert

October 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_assignment/vevsovf2gztd3jow

Customer Focus & Orientation — Highly Proficient

October 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_assignment/a3hugaxz-uppidfw

Proficiency with Microsoft Office: Mail & Calendar (Mac) — Highly Proficient

October 2019

Using Microsoft Office Mail and Calendar tools to manage workload.

Full results: https://share.indeedassessments.com/share_assignment/8umcboccywgmayp

Intermediate Word Processing with Microsoft Word — Expert

October 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: https://share.indeedassessments.com/share_assignment/ykwmq1xqe4vsjmlj

Written Communication — Highly Proficient

October 2019

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: https://share.indeedassessments.com/share_assignment/hts2nqyivtxx1qbl

Receptionist — Highly Proficient

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/568ac512af0baa04ab89ff2093a34de3eed53dc074545cb7

Project Management Skills: Time Management — Proficient

March 2020

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: https://share.indeedassessments.com/share_to_profile/735600b9e242eeffe020e707114d09b6

Working with MS Word Documents — Expert

March 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: https://share.indeedassessments.com/share_to_profile/df93c4f6179b894b60f131013f78c764eed53dc074545cb7

Spreadsheets with Microsoft Excel — Proficient

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/c0938dace67878e4fa360670ef882bcb>

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.