

Administrative Assistant

Summary

I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals. During my last years, I successfully worked and showed myself to be self-motivated, organized and capable of working under pressure. I enjoy working on my own initiative or in a team and I am ready to use my skills in my future role.

Experience

Shell

Administrative Assistant

October 2021 - Present (2 years 11 months)

- providing full, proactive, and confidential administrative support to Legal Department staff,
- booking and managing business travels for Legal stakeholders using Shell-approved tools,
- creating and submitting the expense reports in Concur; managing the receipts and clarifying all the queries to ensure timely reimbursement to employees in accordance with company policies and service level agreements,
- providing policy advice or/and clarifying travel-related questions from the employee,
- prepare, transcribe or edit documents, spreadsheets, and presentations using Word, Excel, PowerPoint,
- managing an executive calendar, facilitating team meetings, taking responsibility for the scheduling, agenda,
- time writing, and document preparation,
- ensuring effective team onboarding/ offboarding,

ConverterTec

Executive Administrative Assistant

July 2020 - October 2021 (1 year 4 months)

- typing workplace documents, including letters and reports and maintaining paper files and computer records,

Top Skills

Communication
Coordination Skills
Office Administration

Languages

English
Spanish

Certifications

Developing Executive Presence
Word Essential Training (Office 365/
Microsoft 365)
Building Inclusive Work Communities
Outlook: Time Management with
Calendar and Tasks
Be the Manager People Won't Leave

- processing incoming and outgoing mail and answering telephone and directing them to other employees when appropriate,
- greeting visitors to the workplace and attending to them during their stay, maintaining visitor log
- conducting travel arrangements, booking flights, hotel rooms, and restaurants for executives and managers,
- coordinating appointments of executives and managers, booking meetings and organizing catering for them,
- monitoring stock levels and ordering supplies as required,
- HR responsibilities: employee time calculations, administration on AutoID system, issuing referrals for employees on the Luxmed website

Capita

Learning Coordinator

August 2019 - June 2020 (11 months)

Cracow, Lesser Poland District, Poland

- working with a team of other Learning Coordinators, who are focused on delivering market-leading levels of customer service,
- working with the UK operations,
- providing support, via email and phone and supporting the clients in booking training and other learning activities,
- providing advice and guidance to the clients in relation to their learning and training needs.
- contacting the suppliers to ensure the successful delivery of services to our clients.

Education

WSB University

Master's degree, English in Management · (October 2021 - June 2023)

Wyższa Szkoła Europejska im. Ks. Józefa Tischnera

Bachelor's degree, Business Linguistics · (2017 - 2020)

Universidad de Málaga

Bachelor's degree, English philology · (2018 - 2019)

