

JENNIFER ANYBODY

65 200th St. E ♦ Spanaway, WA 98387

Phone: (XXX) XXX-XXXX ♦ Email: jenanybody@comcast.net

ADMINISTRATIVE SPECIALIST

Tenured, dedicated, and self-motivated professional with a strong background in Office Administration and Executive Assisting. Possess years of successful experience working in fast-paced environments, streamlining internal processes to enhance overall productivity, and facilitating positive relationships with a wide range of clients, colleagues, and key business partners. Consistently recognized for outstanding contributions and solid reputation for resolving complex issues. Commended for organization, efficiency, priority management, and communication skills. Computer savvy and familiar with many modern systems and software applications including MS Office Suite (Word, Excel, Outlook, etc), AS400, TMT, ICC, Cetaris, LME, Kronos, and Lotus Notes.

AREAS OF EXPERTISE

- Administrative Support
 - Office Management
 - Executive Assisting
 - Planning & Scheduling
 - Staff Development
 - Budgets & Inventory
 - Data Entry & Analysis
 - Records & Reporting
 - Technology Integration
 - Workers Compensation
 - Insurance Processes
 - Training & Team Building
 - Project Coordination
 - Meetings & Events
 - Strategic Operations
 - Performance Tracking
 - Quality Assurance
 - Process Improvement
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RECENT WORK EXPERIENCE

Multistate Distribution Co. – Tacoma, WA

Administrative Manager

Executive Assistant

Hired as an office administrator and promoted to a role of increased responsibility based on performance and leadership skills. Performed an array of administrative and clerical functions in support of daily operations in the Maintenance Department and trained, mentored, and supervised a team of 4 employees. Coordinated schedules, planned and organized travel itineraries, and facilitated various meetings and conferences. Maintained office inventory, ordered supplies as needed, and ensured the accuracy of all records and documentation. Managed internal systems and software, entered data, tracked repairs, and generated cost reports. Communicate effectively with key executives and implement successful strategies to streamline processes and achieve company goals.

1999-Present

2003-Present

1999-2003

PREVIOUS WORK EXPERIENCE

McMendry Insurance – Tacoma, WA

Personal Lines Insurance Agent

1992-2000

Interstate Distributor Co. – Tacoma, WA

Customer Service/Workers Comp Specialist

1989-1992

Tom Taylor Insurance Brokers – Tacoma, WA

Commercial Lines Insurance Agent

1986-1989

American States Insurance – Seattle, WA

Insurance Claims Assistant

1982-1986

EDUCATION & QUALIFICATIONS

Licensed Notary Public (Active)
Licensed Insurance Agent (Inactive)
Tacoma Community College (1 Year)
Puyallup High School (Graduate)