Roger McRaven, Administrative Assistant

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Date of birth	05/10/1983	Nationality	USA
Place of birth	Orlando, FL	Driving license	Full

PROFILE

Punctual, organized and proactive Administrative Assistant with 10+ years in both legal and professional services environments.

EMPLOYMENT HISTORY

Aug 2013 – Mar 2018

Senior Administrative Assistant, Morgan & Morgan

New York, New York

Morgan & Morgan is a nationwide personal injury law practice. As a Senior Administrative Assistant, I am responsible for providing administrative support to the entire law firm, as well as overseeing a team of 6 Administrative Assistants who are assigned to specific attorneys. My responsibilities include:

- Answering and directions phone calls, taking messages when necessary
- Organizing and scheduling meetings and appointments
- Maintaining an internal and external contact list of relevant numbers and contact information
- Producing and distributing letters, memos, forms, reports, and legal documentss
- Developing and maintaining a rigid filing system
- Overseeing a team of Administrative Assistance, including facilitating daily and weekly meetings

Mar 2010 – Mar 2013

Administrative Assistant, Robert Half

Hoboken, New Jersey

Robert Half is a staffing and recruiting agency. As an Administrative Assistant, I was responsible for managing and distributing the flow of information throughout the office, including bookkeeping, documentation, and planning and scheduling. My responsibilities included:

- Taking inventory of and ordering office supplies on a regular and ad hoc basis
- Submitting and reconciling expense reports
- Attending meetings, taking notes, and distributing meeting minutes
- Following up on meeting action items to ensure activities were completed within their designated timeline
- Providing general support to office visitors

Mar 2005 – Mar 2010

Administrative Assistant, Google

New York, New York

Google is an American multinational technology company that specializes in internet related services and products. As an Administrative Assistant at Google, I was responsible for supporting their People Services (HR) department. My core responsibilities included:

- Planning events and meetings, including the set up of team luncheons
- Scheduling and managing appointments
- Preparing presentations materials for meetings
- Proofreading documents and maintaining a rigid filing system
- Answering the phone and directing calls

SKILLS

- Faxing
- Scheduling
- Documentation
- Mail Distribution
- Presentations
- Customer Service
- Reporting
- Project Management
- Travel Arrangements
- Supply Inventory & Ordering