
FINANCIAL ADMINISTRATIVE ASSISTANT RESUME

Objective:

To obtain the Financial Administrative Assistant position that will expand and develop my skills.

Summary of Skills:

- Ability to answer incoming calls
 - Ability to handle sensitive & confidential information
 - Ability to complete weekly & monthly reporting on a variety of projects
 - Ability to perform reconciliation & financial statement analysis
 - Expertise in the financial services industry
 - Good understanding of office procedures and policies
 - Thorough knowledge of Lotus Notes
 - Strong administrative & clerical skills
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Work Experience:

Financial Administrative Assistant
The Taubman Company, Louisville, KY
August 2005 to till date

- Provided data input, phone, scanning, copying, web searches and travel arrangements.
- Provided Lotus Notes calendar and meetings scheduling support.
- Processed cash transactions for various corporate entities.
- Monitored quarterly request processes and methodologies.
- Provided intra- and inter-departmental ad-hoc analysis.
- Proofread and reconciled consolidated financial results.

Financial Administrative Assistant
Business Careers, Louisville, KY
May 2000 to July 2005

- Supported high level administrators within the organization.
 - Facilitated set up any travel arrangements.
 - Assisted with preparations for events.
 - Reconciled and reported payroll.
 - Resolved issues with employee's pay.
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Education:

Associate Degree in Finance
Philadelphia University, Philadelphia, PA

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