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# TEAM ASSISTANT RESUME

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## Objective:

Seeking the position of Team Assistant.

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## Summary of Skills:

- Excellent Verbal and Written Communication Skills
  - Proven ability to work under pressure and meet deadlines
  - Excellent communication and relationship building skills
  - Exceptional ability to exhibit high degree of autonomy and decision-making
  - Ability to manage multiple tasks in an environment of tight deadlines and high quality standards
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## Work Experience:

Team Assistant, August 2005 to till date  
PricewaterhouseCoopers, Milwaukee, WI

- Maintained supply area, inventory and general communication.
- Ensured to track on-going expenses against budget to ensure accurate account expenses.
- Acted as confidential assistant in support of manager.
- Prepared rate lists of products and synchronized traveling pacts.
- Dealt appropriately with high volume telephone calls.

Team Assistant, May 2000 to July 2005  
Thomson Reuters, Milwaukee, WI

- Supplemented calendar management, arranging appointments, and conference calls.
  - Demonstrated considerable judgment, tact, creativity and initiative in duties.
  - Prepared department check requests and expense reports.
  - Managed to open, sort and prioritize mails.
  - Handled distribution of reports and other outgoing correspondence.
  - Managed busy calendars and organized meetings and events.
  - Administered ordering department supplies and equipment.
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## Education:

Bachelor's Degree in Business Administration , George Washington University, Washington, DC

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