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# Sarah Mitchell

Administrative Assistant

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Portland, OR [LinkedIn](#)

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## PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant with over 5 years of experience supporting executive teams and streamlining office operations. Proven track record of improving scheduling efficiency, managing travel logistics, and implementing digital filing systems that reduced document retrieval time by 40%.

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## EXPERIENCE

### Senior Administrative Assistant

2021 - Present

Pacific Northwest Consulting Group

- Managed calendars for 4 senior executives, scheduling 200+ meetings monthly with zero conflicts and 95% on-time attendance.
- Implemented a cloud-based document management system, reducing file retrieval time by 40% and saving 10 hours per week for the team.
- Coordinated domestic and international travel for 20+ employees annually, achieving an average cost savings of 15% through optimized bookings.
- Processed 500+ expense reports per quarter with 99% accuracy, ensuring compliance with company policies and audit requirements.
- Trained 5 new administrative staff on office protocols, software tools, and customer service standards, reducing onboarding time by 30%.

### Administrative Assistant

2019 - 2021

Willamette Valley Realty

- Supported a team of 15 agents by managing listing databases, scheduling property showings, and preparing marketing materials, contributing to a 20% increase in closed deals.
- Developed and maintained an organized filing system for 500+ client files, ensuring quick access and compliance with privacy regulations.
- Handled incoming calls and emails, resolving 90% of client inquiries on first contact and escalating only complex issues.
- Assisted in planning 12 company events and client appreciation functions, each with 50+ attendees, staying within budget and receiving positive feedback.

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## SKILLS

**Core Skills:** Calendar Management, Travel Coordination, Expense Reporting, Document Management, Microsoft Office Suite, Google Workspace, Scheduling Software (Calendly, Asana), Data Entry (99% Accuracy), Customer Service, Event Planning

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## EDUCATION

### Associate of Arts in Business Administration

2018

Portland Community College