Adela Beaumont

Administrative Assistant

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SUMMARY

Administrative assistant with 3 years supporting legal and healthcare offices, managing calendars for up to 5 executives, vendor accounts and client-facing correspondence. Cut meeting-scheduling conflicts by 90% after switching the office to a shared booking system, and processed 200+ expense reports a year with zero audit flags. Known for calm follow-through on competing deadlines.

EXPERIENCE

Administrative Assistant — Harlow & Vance LLP

Tampa, FL · Feb 2023 – Present

- Manage calendars and travel for 5 attorneys, coordinating around 15 court dates a month with zero missed filings.
- Switched the office from email-based scheduling to a shared booking tool, cutting double-booked meetings by 90% within 2 months.
- Process 20 to 30 vendor and expense invoices a month, maintaining a 100% on-time payment record with the firm's 3 main suppliers.
- Draft and proofread client correspondence and case summaries, catching formatting or citation errors before 4 partners sign off.
- Maintain the firm's digital filing system of over 1,200 client records, cutting average document retrieval time to under 2 minutes.

Front Office Coordinator — Palmetto Family Health Clinic

Tampa, FL · Aug 2021 – Jan 2023

- Greeted and checked in an average of 60 patients a day, verifying insurance details for 3 accepted providers.
- Reorganized the supply ordering process, cutting monthly office supply spend by 18% through a single consolidated vendor order.
- Scheduled appointments for 4 providers using a shared calendar system, reducing same-day scheduling errors to near zero.

SKILLS

Office tools: Microsoft Office (Outlook, Excel, Word, PowerPoint), Google Workspace, Adobe Acrobat

Scheduling: Calendly, Microsoft Bookings, multi-calendar coordination, travel booking

Operations: Vendor management, expense reporting, invoice processing, filing systems

Communication: Client correspondence, phone and email triage, minute-taking

CERTIFICATIONS

Microsoft Office Specialist (Excel), 2022

EDUCATION

A.A. Business Administration, Hillsborough Community College, 2021

Fictional example by FindAJobAI: the person, employers and numbers are invented.