



Natalie Sharp

Staff Assistant, Administrative Support

☎ (571) 555-2846 ✉ natalie.sharp@example.com

🌐 linkedin.com/example/nataliesharp 📍 Alexandria, VA 22314

STRENGTHS

- 📅 **Administrative Coordination**
Calendar changes once created confusion, so shared trackers and checklists kept deadlines visible and staff prepared.
- ♥ **Document Quality**
Proofreading letters and briefing packets caught formatting issues early, giving senior staff cleaner materials for review.
- 👥 **Public Service**
During busy reception periods, calm inquiry routing helped visitors reach appropriate staff without losing follow up details.
- 📁 **Records Care**
Structured electronic and paper filing made time sensitive information easier to retrieve during active office requests.
- ⚙️ **Workflow Improvement**
Reusable agendas, logs, and follow up templates reduced repeated formatting work and helped teams maintain continuity.

SKILLS

Administrative Support

Calendar Coordination

Correspondence

Records Management

Document Preparation

Meeting Logistics

Stakeholder Service

Microsoft Office Data Entry

File Organization

Professional Communication

Confidential Information Handling

SUMMARY

Administrative professional with four years of experience supporting public service and mission driven office operations through organized scheduling, correspondence, **records coordination**, **visitor support**, and daily administrative execution. Maintains accurate information, prepares clear written materials, coordinates competing priorities, and provides responsive service for internal and external stakeholders. Supports calendars, meetings, inquiries, briefing materials, filing systems, and confidential records in fast paced offices. Applies practical judgment, careful document review, **professional communication**, and dependable follow through when requests or deadlines change. Improves routine workflows through checklists, shared trackers, templates, and consistent filing practices. Brings hands on experience with Microsoft Office, document preparation, data entry, meeting logistics, reception support, and public facing service. Can contribute organized, courteous, and reliable **administrative support** within a mission driven office.

EXPERIENCE

Administrative Staff Assistant

Civic Policy Collaborative 📅 July 2024 - Present 📍 Alexandria, Virginia

Supports daily administrative operations for a public policy office, coordinating calendars, correspondence, records, meetings, **briefing materials**, inquiries, and follow up items. Provides organized service for staff and visiting stakeholders while protecting confidential information and keeping changing priorities visible.

- Coordinated **calendars**, meeting materials, **correspondence**, and follow up items for shifting office priorities.
- Prepared and proofread letters, memos, agendas, and briefing packets before senior staff review.
- Maintained electronic and paper records using structured filing practices for faster information retrieval.
- Triaged incoming calls and email requests, routing **inquiries** and documenting appropriate next steps.
- Organized meeting logistics, confirming schedules, rooms, materials, attendance, and confidential information handling.
- Refined administrative checklists and shared trackers, clarifying deadlines, correspondence, and upcoming **meetings**.

Office Assistant

Community Affairs Network 📅 September 2022 - June 2024 📍 Fairfax, Virginia

Supported a community service office through reception coverage, appointment coordination, document preparation, supply tracking, public inquiry routing, records maintenance, and meeting administration. Helped program staff deliver consistent service by improving templates, calendar accuracy, information quality, and sensitive document handling.

- Supported reception coverage, appointments, document preparation, supplies, and public inquiry routing.
- Maintained shared calendars and meeting files, resolving conflicts and distributing current logistics.
- Drafted routine **correspondence** and assembled outreach packets from approved source materials.
- Entered contact and activity information, reviewing records for completeness before monthly administrative reviews.
- Coordinated mail, deliveries, visitor sign in, and records distribution for sensitive documents.
- Built reusable templates for agendas, contact logs, and follow up notes during busy service periods.

Staff Assistant Work

Public Service Support

Office Operations

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Administrative Staff Assistant at Civic Policy Collaborative (2.2 Years)

● Office Assistant at Community Affairs Network (1.8 Years)

LEADERSHIP & AWARDS

- Recognized by policy office leadership for dependable administrative coordination and accurate document preparation.
- Selected by community service staff to maintain reusable templates supporting consistent public communications.
- Trusted with sensitive records, visitor support, and time sensitive correspondence in public service offices.

EDUCATION

Bachelor's Degree in Political Science

George Mason University 🎓 GPA: 0 📅 2022 📍 Fairfax, Virginia

Coursework: Public Administration, American Government, Public Policy, Research Methods

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2023
- Microsoft Office Specialist, Associate Credential 📅 2023

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Calendar Systems:** Shared calendars, Outlook Calendar, meeting scheduling
- **Document Preparation:** Letters, memos, agendas
- **Records Management:** Electronic files, paper files, retention tracking
- **Correspondence Tools:** Email, mail routing, follow up logs
- **Meeting Administration:** Room scheduling, attendance tracking, briefing packets
- **Data Entry Systems:** Contact records, activity logs, spreadsheet entry
- **Reception Operations:** Visitor sign in, incoming calls, appointment coordination
- **Office Tracking:** Checklists, shared trackers, deadline logs
- **Public Service Support:** Constituent inquiries, stakeholder service, information routing
- **Information Handling:** Confidential records, sensitive documents, access control

PROFESSIONAL AFFILIATIONS

- Public service administration, supporting organized and courteous office operations.
- Community affairs support, contributing to accessible information and responsive stakeholder service.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST