

Skylar Graham

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SUMMARY:

Experienced administrative professional with a demonstrated ability to exceed goals when coordinating daily business functions. Interested in a higher education opportunity to showcase my organization, communication and analytical skills.

ADMINISTRATIVE EXPERIENCE:

University of Cincinnati, Cincinnati, Ohio

July 2017 - Present

Senior Secretary

- Demonstrates communication skills through drafting letters of correspondence and acting as a liaison between department managers
- Uses public speaking skills to deliver presentations for weekly meetings and conferences
- Executes functions related to payroll and annual audits abiding by department policies and procedures

Procter & Gamble, Cincinnati Ohio

May 2013 - June 2015

Administrative Assistant

- Monitored four department budgets and financial accounts and aided in quarterly budget forecasts
- Streamlined filing system to create an electronic system improving organization and efficiency
- Coordinated the annual Employee Appreciation Dinner for 600 employees and assisted in other yearly projects

RELATED EXPERIENCE:

Cardinal Health, Dayton, Ohio

August 2015 - May 2017

Bookkeeper

- Used strong attention to detail to collect and analyze data to prepare financial reports
- Performed basic mathematics when verifying, balancing and posting financial transactions
- Abided by federal, state and local laws throughout all bookkeeping procedures

City of Cincinnati, Parks & Recreational Department, Cincinnati, Ohio

August 2011 - April 2013

Coordinator

- Exhibited exceptional customer service skills when answering phone calls and greeting customers
- Provided administrative support with travel arrangements, scheduling meetings and maintaining calendars
- Ordered and tracked monthly office supplies and event materials

Skills: Microsoft Office: Word, PowerPoint, and Excel; QuickBooks, Banner and Cognos

EDUCATION:

Bachelor of Business Administration, Graduation: May 2010

Kent State University, Kent, Ohio

Major: Business Management, GPA: 3.6/ 4.0