# Andre Thompson

Administrative Assistant, Regional Sales | Administrative Assistant

## CONTACT

andre.thompson@email.example
(816) 555-0158
Kansas City, MO

## SKILLS

Calendar management · Travel booking · Concur expense reports · Purchase orders · Microsoft Excel (pivot tables) · PowerPoint · Salesforce data updates · New hire onboarding logistics · Event coordination · Meeting minutes · Vendor coordination · Notary public

## EDUCATION

**Associate of Arts, Business Administration**
Missouri River Community College
*2019*

## CERTIFICATIONS

· Notary Public, State of Missouri

## PROFESSIONAL SUMMARY

Administrative assistant with six years supporting sales and operations departments, currently the sole admin for a 30-person regional team. Manages calendars for two directors, travel and expenses for the team, purchase orders and onboarding logistics. Strong in Excel and Concur, and known for reliable follow-up.

## PROFESSIONAL EXPERIENCE

### Administrative Assistant, Regional Sales

**Mar 2022 — Present**

*Heartland Building Products · Kansas City, MO*

- Support a regional sales team of 30 and two directors, managing calendars, booking travel and processing about 80 Concur expense reports a month.
- Created PO and invoice tracking in Excel for marketing and trade show spending, giving directors a current view of budget against plan each month.
- Coordinate onboarding for new sales hires, arranging laptops, system access, training sessions and ride-alongs before day one.
- Planned the annual sales kickoff for 120 attendees, handling venue, hotel block, agenda and catering within the approved budget.

### Administrative Assistant

**Aug 2019 — Feb 2022**

*Plaza Property Management · Overland Park, KS*

- Handled tenant calls and maintenance requests for 14 commercial properties, logging work orders and following up with vendors until closed.
- Prepared lease abstracts and renewal letters for property managers, proofreading every document before signature.
- Maintained certificates of insurance for 60 vendors and tenants, sending renewal reminders 30 days before expiry.