Andre Thompson

ADMINISTRATIVE ASSISTANT, REGIONAL SALES | ADMINISTRATIVE ASSISTANT

andre.thompson@email.example • (816) 555-0158

SKILLS

Technical: 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

CERTIFICATIONS

· Notary Public, State of Missouri

EDUCATION

Associate of Arts, Business Administration
Missouri River Community College
2019

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.