Andre Thompson

Administrative Assistant, Regional Sales | Administrative Assistant

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

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.

EDUCATION

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

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