

# ALYSSA



## CONTACT



## SKILLS

- Email Management
- Calendar Management
- Appointment Setting
- Customer Service
- Data Entry
- Social Media Management
- Project Management

## EDUCATION BACKGROUND

Hotel and Restaurant Management

| 2017

## REFERENCES

## Sales Admin Supervisor

Experienced Sales Admin Supervisor with a strong background in sales support, team leadership, and order management, seeking to enhance operational efficiency and customer satisfaction in a fast-paced environment.

## RELEVANT EXPERIENCE

### Sales Admin Supervisor

August 2024 - May 2025

- Supervised and coordinated the daily activities of the sales administrative team, ensuring accurate and timely processing of sales orders, quotations, and client communications.
- Monitored inventory levels and coordinated with production to manage lead times and product availability.
- Assisted the sales team with documentation, including contracts, project proposals, and product specifications.
- Trained and evaluated sales admin staff, ensuring compliance with company standards and performance metrics.
- Utilized ERP and CRM systems for sales tracking, reporting, and data management.

### Executive Administrative Assistant

July 2023 - July 2024

- Schedule appointments, meetings, and manage the CEO's calendar efficiently, considering patient appointments and administrative meetings.
- Handle correspondence, emails, and phone calls on behalf of the CEO, including inquiries from patients, and staffs.
- Prepare reports, presentations, and documents for meetings. Maintain and organize office records and files, including patient records

### Casino Dealer

March 2018 - March 2023

- Operated casino games, including blackjack, poker and baccarat, ensuring smooth and efficient gameplay for customers.
- Delivered excellent customer service by creating a friendly, welcoming environment and engaging with players to maintain high levels of satisfaction.
- Explained game rules and assisted players with betting options and strategies, enhancing their overall experience.