

Grace Kim

Administrative Assistant · Executive Support

Seattle, WA · (206) 555-0111 · grace.kim@email.com

SUMMARY

Organized administrative professional with 6 years supporting executives and busy teams. Anticipates needs, protects calendars, and turns office chaos into smooth, documented processes.

EXPERIENCE

Executive Administrative Assistant · Starbucks

Jun 2020 – Present

Seattle, WA

- Manage complex calendars and travel for two VPs, reclaiming ~8 hours of their week.
- Coordinated 30+ cross-team meetings and offsites a year, on time and under budget.
- Standardized expense reporting, cutting reimbursement turnaround from 10 days to 3.
- Owned a \$120K office budget and vendor relationships, negotiating a 12% supplies savings.

Administrative Assistant · Nordstrom

Sep 2017 – May 2020

Seattle, WA

- Supported a 20-person department with scheduling, supplies, and onboarding.
- Built a shared filing system that cut document-retrieval time in half.
- Planned quarterly team events for up to 50 people, handling logistics end to end.
- Drafted and proofread executive correspondence, decks, and meeting minutes.

Front Desk Coordinator · Swedish Health Services

Aug 2015 – Aug 2017

Seattle, WA

- Greeted 80+ visitors a day and routed calls for a busy 6-provider clinic.
- Kept scheduling and records accurate in EHR, reducing booking errors 20%.

EDUCATION

Associate of Applied Science, Business Administration · Seattle Central College

May 2015

SKILLS

Administration: Calendar management, Travel coordination, Event planning, Expense reporting, Vendor management

Software: Microsoft Office, Google Workspace, Concur, Slack, Asana

Strengths: Discretion, Prioritization, Written communication

CERTIFICATIONS

Microsoft Office Specialist (MOS) — Excel & Outlook