

DAVID-ANN D. JOHNSON
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SUMMARY

A determined professional with over five years of experience in Administration. Maintain a professional integrity while enhancing the engagement of administrative functions and prioritizing solid work ethic. Possess good customer relationship, can work in a fast-paced environment, demonstrate dependability, detail oriented and multi-task. Possess effective organizational skills in addition to willingness to work above and beyond the call of duty.

SKILLS

Willingness to learn	50 WPM typing speed
Adaptability and reliability	Filing and data archiving
Computer Literate	Result Oriented
Leadership and Management skills	Team Work

PROFESSIONAL EXPERIENCE:

Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Administrative Assistant (January 2018 to Present)

- Perform general office duties and administrative tasks;
- Assist staff, current and potential students with any questions or problems;
- Provide telephone support and handle environment with constant interruptions, while maintaining good judgment regarding priority tasks, safety issues and overall support.
- Multitask and greet visitors, maintain a welcomed, respected and pleasant environment;
- Apply common sense understanding to carry out instructions furnished in written or oral form. Ascertained which people need immediate assistance and act accordingly;
- Use office equipment and have a willingness to learn new programs/functions as they become available;
- Perform other duties as required to maintain the school program, support director, teachers and provide services for students.

Destiny Tax Services
669 Airport Freeway
Hurst, Texas 76053

Administrative Assistant (January 2015 – Feb. 2017)

- Organize office and assist associates in ways that optimize procedures;
- Sort and distribute communications in a timely manner;
- Create and update records ensuring accuracy and validity of information;
- Schedule and plan meetings and appointments;
- Monitor level of supplies and handle shortages;
- Resolve office-related malfunctions and respond to requests or issues;
- Coordinate with other departments to ensure compliance with established policies;

- Maintain trusting relationships with suppliers, customers, and colleagues;
- Perform receptionist duties when needed.

Ministry of Posts & Telecommunications (January 2012 – December 2014)

Executive Secretary, Monrovia, Liberia

- Performed a variety of administrative and executive support tasks;
- Coordinated office management activities;
- Researched, complied, assimilated and prepared confidential and sensitive documents;
- Assisted in planning and coordinating of arrangements for professional conferences;
- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports;
- Maintained office scheduling and event calendars;
- Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports;
- Set up and handled incoming mail and office filing systems;
- Collected and coordinated the flow of internal and external information;
- Managed office equipment and office space;
- Established the administrative work procedures for tracking staff's daily tasks.

Ministry of Commerce & Industry (January 2005 – December 2011)

Executive Assistant, Monrovia, Liberia

- Provide full range of services for the Minister and Special Assistant;
- In charged of document preparation, confidential file management, mail handling, supply ordering, and record maintenance;
- Coordinated and carried out special events, projects, requests and communication plans;
- Maintained appointment and meeting calendars, arranged meetings, secured and prepared facilities, makes related travel arrangements, prepares the Minister for meetings;
- Contacted outside agencies and groups for meetings, gathering of information and other operational responsibilities;
- Prepared handouts and materials for workshops and training and oversees details of hosting onsite trainings;
- Maintained inventory of supplies and makes necessary orders.

EDUCATION & TRAINING

- **African Methodist Episcopal University (AMEU) (July 2004 – November 2009)**
BBA Degree in Management & Public Administration, Monrovia, Liberia
- **College of West Africa High School (C.W.A) (September 1997 – July 2000)**
High School Diploma & WAEC Certificate, Ashmun Street, Monrovia, Liberia