

SANIYYAH IRVINE

3658 Calumet St ■ Philadelphia, PA 19129 ■ (267) 886-0190 ■ niyyah92@gmail.com

EXPERIENCED ADMINISTRATIVE ASSISTANT

Assistant administrator with 7 years of experience in a community based organization. Proven strengths in quickly learning new processes, computer software, projects, events and grants, as evidenced grant deadlines were met, which resulted in the organization successfully funded for Grants. Designed an event /projects checklist, to ensure all projects and events were successfully executed..

KEY SKILLS

- Proficient in typing
 - Experienced with Microsoft, Excel, Powerpoint, Office, Word
 - Oral and written communication
 - Composed documents
 - Works well under pressure
 - Regulatory compliance
 - Customer service oriented
 - Accurate and detailed
 - Documentation and reporting
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EXPERIENCE & SPECIALIZED TRAINING

KIDDIE PREP ACADEMY - Philadelphia, PA

After School Coordinator

2017 to 2018

- Categorizes and maintains logs of all communications and document daily activities
- Maintained student records, attendance, and academic progress.

PRECIOUS JEWELS PREVENTION PROGRAM LLC.- Philadelphia, PA

Administrative Assistant

2008 - 2017

- Handles all administrative matters including screening calls,managing calenders,planning meetings,making travel arrangements,composing documents and ensure all events are successfully exec
 - Designed brochures,flyers,powerpoints,ckecklist toolkits,sign in sheets,agenda
 - Communicates providing informations with community stakeholders,parents and other constituents with empathy,timeliness and effectiveness
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EDUCATION AND PROFESSIONAL DEVELOPMENT

SAINT JOSEPH NEXGEN ACADEMY

2018

Lasalle University

2014

Community College of Philadelphia- Philadelphia, PA

2010

Roxborough High School- Philadelphia, PA

High school diploma

2009
