# Maya Thompson

## Administrative Assistant

Toronto, Canada

### PROFILE

Organised administrative assistant with four years of experience supporting busy teams through calendar coordination, document control, customer communication and accurate reporting.

### EXPERIENCE

**Administrative Assistant** 2022 - Present

**Northline Services**

- Coordinated calendars, meeting packs and travel requests for a 12-person management team.
- Introduced a document tracker that reduced overdue approvals.
- Prepared weekly Excel reports and responded to customer and supplier enquiries.

**Office Assistant** 2020 - 2022

**Harbour Retail Group**

- Maintained supplier records, processed routine invoices and supported the shared inbox.

### SKILLS

Microsoft Office | Calendar management | Data entry | Document control | Customer service | Email management | Reporting | Attention to detail

### EDUCATION

Diploma in Business Administration · 2020