



CHRISTIAN BAITY

Profile

I am a highly motivated employee with the desire to take on new challenges. I have the ability to adapt easily thanks to my interpersonal skills and strong work ethics. My goal is to master any new skill I am taught.

EXPERIENCE

EXECUTIVE ADMINISTRATIVE ASSISTANT

Logic Environmental

Dec 2022-current

- Maintained all files and company scheduling, etc.
- Proficient in all Microsoft Office and Google Workspace software
- Planned all company events and kept staff updated
- Opened, read, and replied to all emails on behalf of executives.
- Pleasantly welcomed visitors and maintained the front reception area
- Handled all incoming calls and directed them to the appropriate department or employee
- Created spreadsheets in Microsoft Excel for record-keeping and reporting
- Kept office equipment functional. Kept kitchen and supplies well-stocked to promote efficient operations

FEDEX PACKAGE HANDELER

FedEx Ground

July 2020- Oct 2020

- Moved packages of all sizes by hand
- Maintained team efficiency with well-organized storage, staging and shipment areas
- Achieved daily performance targets, working quickly to process shipments and meet customer demands

SK TEAM MEMBER

Smoothie King

June 2017-July 2019

- Met quality assurance standards for each order, checking completed smoothies for accuracy
- Managed customers orders from start to finish, documenting choices, calculating totals and accepting POS payments and balancing cash drawers at the end of night.
- Helped managers enforce procedures and protocols through effective training strategies

 470-772-5380

 Baitychristian@gmail.com

 Bethlehem, GA

EDUCATION

HIGH SCHOOL DIPLOMA

Apalachee High School

2019

SOME COLLEGE

Clark Atlanta University

2020

SOME COLLEGE

Georgia Gwinnett College

2021

SKILLS

- Adaptability
- Problem-Solving
- Team-Projects
- Microsoft 360
- Strong Communication
- Contact clients and reduced collection balances from 90% to under 30% in 2 months

CHRISTIAN BAITY

Executive Administration

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Bethlehem, GA

Dear employer,

I was delighted to see this job posting come across my path. I feel confident that my experience, positive attitude and dedication to creating make me the perfect fit for this role. My passion to learn and further educate myself in this field, makes me eager to be a part of this team.

My previous experience working as an Executive administrative assistant for Logic Environmental gave me excellent multitasking experience. I also have a good track record of bringing my many ideas to the table. My expertise in approaching every project creatively, make me a great addition. I believe that my skills, experience, high level of motivation and positive attitude will serve me well in this position. I have attached my resume for further review, and look forward to hearing back from you soon.

Sincerely,



Christian Baity