

Tiffany A. Lane

2340 Carlton Avenue, Boothwyn, PA 19061. 610-732-9781. TiffTiff1211@aol.com

Objective

Seek a challenging administrative role at a growing firm, which allows me to fully utilize my skills and acquire new abilities. Bring a positive attitude, organized approach, and track-record of success to a fast-paced work environment.

Skills

Outstanding interpersonal, customer service, collaboration, and organizational skills; thrive within detail-oriented, deadline-driven environments. Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations. Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres. Proficient in all Microsoft Office applications.

Work Experience

May 2017 – Present

Brandywine River Hotel, Chadds Ford, PA
Front Desk Agent

- Make and amend reservations, check our guests in and out and a friendly, yet timely manner, suggest restaurants and activities that suit my guests tastes and make their stay a memorable one.

October 2008 – August 2016

Full time Caregiver

- Provided round the clock care and assistance to seriously ill mother with daily activities, medication management, coordinated in home therapies and services, as well as, doctors and dialysis appointments.

April 2008 to July 2008

National Disease Research Interchange, Philadelphia, PA
Executive Assistant

- Provided support to the Vice President of Operations, Assisted with the drafting of correspondence, legal documents and proposals, Provided telephone support to Supervisor and office in general, Prepared and assembled media kits for marketing and public relations.

May 2003 to September 2007

ARAMARK Innovative Dining Solutions, Philadelphia, PA
Administrative Assistant

- Provide telephone coverage for multiple departments, General and specialized clerical duties for four Directors, six project managers, and twelve designers, Coordinate Vendor Lunch & Learns and Designer/Client Meetings, Maintain the office database, Transcribe and distribute meeting minutes, Purchase and maintain office supply inventory, maintain office equipment and services, while adhering to budgeting practices, Coordinated employee team building and morale boosting activities and outings.

September 2000 – March 2003

Hilton Philadelphia Airport Hotel, Philadelphia, PA
Front Desk Supervisor, PBX Operator, Customer Service

- Responsibilities included checking guests in and out, Handling special customer requests, Answered inbound calls in support of customer needs, Made and amended guest reservations

Education 1998 - 2001

Pierce College, Philadelphia, PA - Associates in Science, Paralegal Studies