

# Chandra Banerjee

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**Mobile:** +10925531010

**Email:** cbanerjee@gmail.com

**Citizenship:** U.S. Citizen

**Veterans' Preference:** No

**Highest GS Grade:** GS-0303-2

**Security Clearance:** N/A

**Desired Location:** US-VA-Arlington County

## RESUME OBJECTIVE

Administrative Assistant with 4+ years of experience in the federal sector. Experienced in organizing presentations, preparing reports, and maintaining standard office procedure. Implemented cost-saving practices at my previous job, reducing expenses by \$5,000 annually. Looking to leverage my expertise to secure a position as an Administrative Assistant at the Centers for Medicare and Medicaid Services.

## EXPERIENCE

### Office of Community Services

2525 Mt Vernon Ave

Alexandria, VA 22301 United States

#### 01/2018 - Present

**Salary:** 2,500.00 USD Per Month

**Hours per week:** 40

**Series:** 0303 **Pay Plan:** GS **Grade:** 2

**Administration Assistant** (This is a federal job)

#### Duties and Related Skills:

As an Administration Assistant I manage and organize bookings, reports, and appointments for an office of over 100 federal employees, ensuring that the everyday operations of the department run as smoothly as possible. My duties include preparing presentations, assembling facility reports, and maintaining strict confidentiality regarding sensitive information.

- Schedule and coordinate meetings, appointments, and travel arrangements for employees.

- Manage an average of \$10,000 in monthly expense reports for department members.
- Answer and redirect directed phone calls and emails to the appropriate departments using a multi-line system.

### **Accomplishments:**

- Implemented new organizational practices, cutting contracted labor costs by approximately \$5,000 annually.
- Trained and supervised 3 new administrative assistants, ensuring that they adhere to best practices.
- Spearheaded an initiative to improve the department's environmental footprint, reducing paper waste by 40% over a period of 4 months.

**Supervisor:** Gam Sackheim (9061128405585)

**Okay to contact this Supervisor:** Yes

### **Office for Civil Rights**

200 Independence Ave., SW

Washington DC, DC 20201 United States

**06/2016 - 11/2017**

**Salary:** 2,000.00 USD Per Month

**Hours per week:** 40

**Series:** 0303 **Pay Plan:** GS **Grade:** 2

**Secretary** (This is a federal job)

### **Duties and Related Skills:**

As a secretary I supported an office of 80 employees through meticulous record-keeping and excellent organizational skills. My duties included ensuring all appointments were booked and accounted for, keeping a strict record of all guests and office-related transactions, and maintaining supplies such as paper, printer ink, and writing utensils.

- Maintained schedules for 4 different office managers, ensuring that meetings started punctually.
- Upheld high standards of confidentiality while managing sensitive financial or legal information.
- Prepared and delivered bi-weekly status reports for managers.
- Managed bookings for venues and department outings.

## **Accomplishments:**

- Automated workflow in various areas, increasing efficiency of response-time by 30% on average.
- Saved the department \$1,000 in booking expenses by researching new venues.

**Supervisor:** June Hamsack (7028829104)

**Okay to contact this Supervisor:** Contact me first

## **EDUCATION**

### **University of Maryland**

College Park, MD Unites States

Bachelor's Degree, Communications, magna cum laude - 05/2016

GPA: 3.7/4.0