

# Senaida Mikasa

## Administrative Assistant

Detail-oriented Administrative Assistant with two years' experience in supporting executive teams. Skilled in managing schedules, coordinating meetings, and handling communications. Proficient in MS Office Suite and adept at multitasking in fast-paced environments.

[senaida.mikasa@gmail.com](mailto:senaida.mikasa@gmail.com) 

(417) 633-8454 

Morgantown, WV 

### Education

**Associate of Applied Science in Office Administration at BridgeValley Community and Technical College**

Nov 2018 - May 2023

Relevant Coursework: Business Communication, Office Management, Spreadsheet Applications, Database Management, Accounting Principles, and Customer Service Strategies.

### Links

[linkedin.com/in/senaidamikasa](https://www.linkedin.com/in/senaidamikasa)

### Skills

Microsoft Office

Google Workspace

QuickBooks

Slack

Zoom

Trello

Salesforce

### Employment History

#### Office Assistant at Google, WV

Jun 2025 - Present

- Coordinated scheduling for 15+ team meetings weekly, increasing efficiency by 20% through streamlined calendar management.
- Implemented a new filing system that reduced document retrieval time by 30%, enhancing overall office productivity.
- Assisted in onboarding over 50 new employees by preparing orientation materials and managing logistics.
- Managed inventory of office supplies, leading to a cost reduction of 15% through strategic vendor negotiations.
- Spearheaded the transition to a digital documentation system, resulting in a 25% decrease in paper usage.

#### Administrative Aide at Microsoft, WV

May 2023 - May 2025

- Coordinated and scheduled over 200 executive meetings annually, optimizing calendar management and enhancing productivity.
- Streamlined office operations by implementing a digital filing system, reducing document retrieval time by 30%.
- Managed travel arrangements for senior executives, successfully negotiating vendor contracts to save 15% on annual expenses.
- Facilitated cross-departmental communication by organizing weekly update sessions, fostering collaboration and information sharing.
- Prepared comprehensive reports and presentations for quarterly reviews, improving decision-making processes with accurate data insights.

### Certificates

#### Certified Administrative Professional (CAP)

Jun 2024

#### Microsoft Office Specialist (MOS)

Mar 2023

### Memberships

International Association of Administrative Professionals

American Society of Administrative Professionals