



ABOUT ME

I am a qualified and professional administrative assistant with over eight years of experience in office administration, logistics and managerial organization. I employ strong creative and analytical skills and am a team player with an eye for detail.

SKILLS

Computer Proficiency



Microsoft Office and Sharepoint



Organization and Multitasking



SAP, CRM, Red Praire, Concur, Travel Inc.



LANGUAGE



English

VOLUNTEER



Siegel High School Marching Band
Murfreesboro, TN



Second Harvest Food Bank
La Vergne, TN

GINA CHABOT

ADMINISTRATIVE ASSISTANT

CONTACT

- 📞 615-295-6270
- ✉ chabotg0820200207032008@gmail.com
- 📍 1434 Clydesdale Street, Murfreesboro, TN 37130
- 🌐 www.linkedin.com/in/gina-chabot-192b7a1a5

EXPERIENCE

2023-current ADMINISTRATIVE ASSISTANT (HYBRID)

Ingram Content Group

- Office administration within Field Sales and Product Merchandising
- Contract formulizing via Conga
- Travel organization for Vice President and Directors
- Terms of Sale management for both departments
- Proprietary software and maintenance on customer information
- Maintain multiple calendars for Vice President, Directors and Senior Management
- Schedule, conduct and prepare for all VP level meetings
- Deck building and presentation with PowerPoint and Canva
- Budget adherence and correct coding

2014-2023 OFFICE ADMINISTRATOR (REMOTE)

Interstate Warehousing Inc.

- Daily and weekly documents, spreadsheets and presentations using PowerPoint and Excel
- Complied logistical reports and assisted in reconciling account files regarding customer billing and internal customer operations
- Applied advanced administrative skill in overseeing day to day operations regarding scheduling, customer service and efficiency
- Provided clerical support to management staff by assisting with development and tracking crucial documents
- Oversaw inventory activities, including materials monitoring, ordering or requisition and supply stocking or re-stocking

EDUCATION

2021- present **Bachelor of Arts, English, In-Process**
Southern New Hampshire University

1994

Diploma

Narbonne Math/Science Magnet H.S.