

# JADE HELLINGS

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## SUMMARY

Detail-oriented administrative professional with over ten years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

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## WORK EXPERIENCE

<b>Owner, Bradford Blinds Plus</b>	<b>Aug 2020 - Present</b>
<ul style="list-style-type: none"><li>Manage daily operations, including scheduling, invoicing, and customer interactions.</li><li>Promoting through social media, networking, local advertising, and word of mouth.</li><li>Meeting clients and building relationships to understand their needs and provide tailored solutions.</li><li>Preparing quotes and closing sales.</li></ul>	
<b>Office Coordinator, AEC Daily</b>	<b>June 2018- June August 2020</b>
<ul style="list-style-type: none"><li>Answering incoming calls, understanding the clients needs and passing along to the appropriate team members.</li><li>Assisted accounting with Accounts Receivable, such as collections and reconciliation on Quickbooks.</li><li>Ensured the workplace was clean, organized and fully properly equipped with office supplies etc.</li><li>Worked with vendors and contractors for all office related services.</li><li>Monthly checks to make sure all safety protocols and emergency procedures were up to date.</li><li>Assisted the Sales team with time consuming tasks such as organizing spread sheets on Excel.</li></ul>	
<b>Store Associate, Decorator's Edge</b>	<b>2011-2018</b>
<ul style="list-style-type: none"><li>Greet customers upon entry and assist with their needs.</li><li>Assisting customers in selecting the right paints, finishes, and supplies for their projects.</li><li>Staying informed about the stores products, inventory, tools, and accessories.</li><li>Restocking shelves, organizing products, and maintaining a clean store environment.</li><li>Ensuring proper quality and consistency in paint formulation while mixing paint manually.</li></ul>	

## EDUCATION

<b>Bradford District Highschool</b>	<b>September 2009 - June 2013</b>
Grade 12 Diploma	

## KEY SKILLS

- Organization
- Time Management
- Sheduleing
- Invoicing and Quickbooks Knowledge
- Multitasking
- Problem solving
- Customer service
- Attention to details
- Microsoft Office
- Communication