

Colleen De Leon

Administrative Assistant

colleenmdeleon@gmail.com

Phone: (907) 782-6558

Puyallup, WA

Enthusiastic Administrative Assistant with 2+ years of experience in providing efficient and reliable support to executive-level professionals. Highly organized and detail-oriented, adept at managing calendars, coordinating product arrangements, and handling confidential information. Skilled in streamlining office operations, implementing effective systems, and improving overall productivity. Excellent communication and interpersonal skills, with the ability to interact professionally with customers, colleagues, and vendors.

AREAS OF EXPERTISE

Schedule Coordination | Data Management | Customer Service | Operations Coordination | Cross-Functional Collaboration | Research | Interpersonal Skills | Conflict Resolution | Verbal & Written Communication | Microsoft Office Suite | Google Suite | Broadcast Journalism | Adobe After Effects | Photography |

WORK EXPERIENCE

Office Assistant | May 2017 – June 2021

First Care Medical Center

- Organized medical records
- Front desk operations and patient inquiries
- Supply management and inventory control
- Maintaining cleanliness and infection control
- Assisting healthcare professionals

Technical Producer | September 2017 – June 2020

Dance West Productions

- Collaborated with the director, choreographer, and production team to understand the artistic vision and requirements
- Designed lighting effects that accentuated the dancers' movements and created a captivating visual experience
- Selected and installed lighting fixtures, programmed cues, and synchronized them with music and dance routines
- Coordinated with other technical crew members to ensure seamless integration of lighting, sound, and stage elements

EDUCATION

University of Alaska Anchorage, Journalism & Communications | August 2020 – August 2023

Pierce College, Graphic Design | August 2023 – Present