

LUCY BYRNE

ADMINISTRATIVE
ASSISTANT

CONTACT

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CAREER OBJECTIVE

Detail-oriented office support professional with vast experience providing reliable and efficient administrative support to executives, managers, and teams. Proven track record of providing excellent customer service and facilitating day-to-day operations. Adept at managing and coordinating office operations, as well as utilizing strong organizational and communication skills to build effective working relationships.

EXPERIENCE

September 2022 - Present

Administrative Assistant

Central Bank of Ireland , Dublin, Dublin

- Generated regular reports on project progress utilizing spreadsheet software applications like MS Excel and Access.
- Served as primary point of contact for facilitating operational and administrative inquiries.
- Travelled to multiple insurance companies to conduct inspections in various areas of insurance including claims and underwriting.
- Kept up-to-date records pertaining to all inspections conducted as well as any subsequent follow-up activities needed.
- Compiled reports on all inspections performed, detailing the findings and any necessary corrective actions.

May 2022 - September 2022

Financial Administrative Assistant

Arklow Shipping , Arklow

- Conducted research on accounting regulations and industry trends.
- Provided administrative support for the financial department, including filing and organizing records.
- Utilized Microsoft Excel spreadsheets to track revenue and expenses.
- Assisted external auditors during the year-end audit process.
- Performed bank reconciliations, daily transactions, and account maintenance.
- Organized employee payroll information according to established guidelines.

May 2021 - September 2021

Administration Assistant

Arklow Shipping, Arklow

- Demonstrated proficiency in MS Office applications.
- Composed emails, letters and other correspondence on behalf of senior management team.
- Developed effective filing systems to ensure quick retrieval of information when required.
- Organized office operations and procedures, such as filing systems, data entry, mail distribution and bookkeeping.
- Acted as liaison between departments within organization to facilitate communication flow.
- Proofread documents for accuracy before submission to supervisor or client.