

# Vaishnavi Selvakumar

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## Objective

Detail-oriented Administrative Assistant with experience in managing high-volume client interactions, scheduling, data entry, and office operations in fast-paced environments. Skilled in maintaining accurate records, coordinating tasks, and supporting team efficiency. Known for strong organization, communication, and ability to handle multiple priorities with accuracy.

## Core Skills

- Customer Service & Client Communication
- Sales & Team Support
- CRM Data Management (HubSpot)
- Client Documentation & File Preparation
- Follow-Ups & Information Collection
- Microsoft Excel, Word, Outlook, PowerPoint
- Report Review & Data Accuracy
- Cross-Functional Coordination
- Time Management & Multitasking
- Confidential Information Handling

## Technical Skills

- CRM: HubSpot (client records, follow-ups, data accuracy)
- Microsoft Office: Excel, Word, Outlook, PowerPoint, Access
- Design & Visual Tools: Figma, Canva (presentations, layouts, client materials)
- Databases & Records: Data entry, validation, reporting support
- Adobe: PDF editing and document formatting
- Website: WordPress

## Professional Experience

**Administrative Assistant** - May 2024 to Present

***New Dawn Energy Solutions - Markham, Ontario***

- Served as the **first point of contact**, managing **40–60 daily client interactions** with professionalism
- Coordinated and scheduled **20–30 weekly meetings and appointments**, including conference room bookings
- Maintained and updated **200+ records and files** with strong accuracy and confidentiality
- Performed **data entry and document management** using Microsoft Office (Excel, Word, Outlook)
- Managed front desk operations, including **handling inquiries, directing calls, and message tracking**
- Organized incoming/outgoing mail, courier deliveries, and internal distribution
- Supported office operations by **maintaining supplies and ensuring workspace organization**
- Assisted leadership with **administrative tasks, reporting, and ad hoc projects**
- Collaborated with cross-functional teams to ensure **smooth daily operations**
- Demonstrated ability to **prioritize tasks and multitask in a fast-paced environment**
- Maintained professional communication with **internal stakeholders and external clients**
- Created and updated **WordPress website content and digital materials** to support marketing initiatives
- Developed **marketing content (blogs, social posts)** to enhance brand visibility and engagement

## Education

**Mobile Application Development & Strategy – Postgraduate, September 2023 to September 2024**

**George Brown College – Toronto, ON**

Rigorous program focused on advanced mobile app development, strategy, and emerging technologies such as Kotlin, Swift.

**Software Engineering - Bachelor of Engineering, January 2019 to September 2022**

**University of Westminster – England, UK**

I graduated with honors, gaining a solid foundation in software engineering principles and technologies such as Java, Python, SQL, Machine Learning, Database Management, Data Science, OOP, Web Development & Testing.