

# Administrative Assistant III

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## Summary

I am a highly dedicated and dependable individual who possesses excellent verbal and written communication skills. I am efficient, organized and a hard worker who excels in multi-tasking and coordinating. My track record has demonstrated success in a professional environment where I am able to utilize my analytical skills and ability to build rapport with people at all levels. I am skilled at problem solving, conflict resolution, and able to help encourage teamwork. In addition, I have the ability to work well in a fast-paced environment. I aim to utilize my skills, knowledge and experience in a challenging role that allows for advancement and growth.

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## Skills

- MS Office
- Outlook Express
- ECAPS
- Analytical skills
- Decision Making
- Leadership skills
- Organizational skills
- Management skills
- Time management
- Interpersonal skills

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## Experience

**ADMINISTRATIVE ASSISTANT III | 10/2019 - Current**  
**State Of Florida - Inverness, FL**

- Participate in annual internal control reviews to ensure processes are working as intended and proper checks and balances are in place to control, prevent, and detect errors
- Draft testimony for leaders/members to give before various legislative committees
- Draft various contracting reports to support legislation related to the campaign
- Created and wrote election code book
- Prepare legislative recommendations for County positions on specific legislative bills
- Prepare the Department's response to the County's State Legislative Agenda
- Prepare proposals and fact sheets for County Sponsored Proposals
- Legislative Related Correspondence
- Analyze and interpret Assembly and Senate Bills, County and City ordinances, and create or cause the production of the following:
  - Bills of Special Interest Summary
  - Compilation of election related laws chaptered through the current legislative session
  - The Legislative Guide to Election Laws: Summary of Election related legislation

# Administrative Support Assistant Iii Study Guide

**Mark Steyvers**



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