Elena Novak

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SUMMARY

Administrative assistant supporting three partners at an architecture firm: calendars, travel, invoices and the 2023 office move. Before that, front desk at a four-provider dental practice.

EXPERIENCE

Harlow & Finch Architects
Administrative Assistant · September 2020 - Present

- Manage calendars, travel and expenses for three partners, booking around 40 client meetings a month.
- Moved the office from paper filing to shared drives over six months, organizing about 1,200 project folders.
- Process vendor invoices and reconcile the office card each month in QuickBooks.
- Coordinated the 2023 office move for 22 staff, from vendor quotes to the move-day schedule.

Cedar Street Dental
Front Desk Coordinator · March 2017 - August 2020

- Scheduled 60–80 patients a day across four providers and verified insurance before visits.
- Set up reminder texts through the practice software to cut no-shows.

SKILLS

Microsoft 365 · Google Workspace · QuickBooks Online · Calendar management · Travel booking · Minute-taking · Event planning

EDUCATION

Columbia Ridge Community College
Certificate in Office Administration · 2017