

Sophie Kiedrowski

 sophiekiedrowski1998@hotmail.com

Professional Summary

Tenured administrative professional with extensive experience providing support to the Chief Executive Officer of a multi-million-dollar organization. Analytical, detail-oriented leader adept at multitasking within a fast-paced environment. In-depth knowledge of standard office procedures, software, and machines; proficient use of Microsoft Office Suite, scheduling software, the internet, and database software.

Employment history

Aviation maintenance administration, US Navy. Norfolk, Virginia

Dec. 2017 – Present

- Inspect completed work to certify that maintenance meets standards and that aircraft are ready for operation.
- Maintain repair logs, documenting all preventive and corrective aircraft maintenance.
- Conduct routine and special inspections as required by regulations.
- Determine repair limits for engine hot section parts.
- Read and interpret pilots' descriptions of problems to diagnose causes.
- Inspect parts, equipment, or vehicles for cleanliness, damage, and compliance with standards or regulations.
- Converse with customers to determine details of equipment problems.
- Maintain records of equipment maintenance work or repairs.
- Maintain inventory of spare parts.
- Use computers for various applications, such as database management or word processing.
- Create, maintain, and enter information into databases.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Complete forms in accordance with company procedures.
- Maintain scheduling and event calendars.
- Train and assist staff with computer usage.
- Maintain logs of activities and completed work.
- Store completed documents in appropriate locations.
- Greet visitors and determine whether they should be given access to specific individuals.
- Provide clerical support to other departments.
- Supervise and train other clerical staff and arrange for employee training by scheduling training or organizing training material.

Waitress, Winghouse. Saint Petersburg, Florida

Mar. 2015 – Nov. 2017

Languages

English

Skills

Problem solving

Organization

Communication

- Speak with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- Answer telephone calls and respond to inquiries or transfer calls.
- Take and prepare to-go orders.
- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Supervise and coordinate activities of dining room staff to ensure that patrons receive prompt and courteous service.
- Inform patrons of establishment specialties and features.
- Inspect restrooms for cleanliness and availability of supplies and clean restrooms when necessary.
- Assist with preparing and serving food and beverages.
- Prepare cash receipts after establishments close, and make bank deposits.
- Perform marketing and advertising services.
- Plan parties or other special events and services.
- Confer with other staff to help plan establishments' menus.



Education

Old Dominion University, Norfolk, Virginia

Bachelor of Science, Biomedical Sciences Pre-health, Present

Tidewater Community College, Virginia Beach, Virginia

Associate of Science, Biology, Dec. 2020

Pinellas Park high school, Largo, Florida

High School Diploma, Jun. 2016



Additional information

CPR certified. Renewal Dec 2021

BLS certified. Renewal May 2023