



Zoe Funk

 (907) 519-5354

 zoe.funk@gmail.com

 3808 Randolph St Apt A
Anchorage, AK 99508

/ZOWE-ee fəNGk/ *n.* highly motivated, solutions-focused administrator with a knack for evaluating then implementing process optimizations as well as marketing initiatives utilizing technology and creativity.

EDUCATION & CERTIFICATIONS

**Bachelor of Natural Science
(Environmental Science Focus)**
UNIVERSITY OF ALASKA
Anchorage, AK | December 2021

Associate in Science
MIDLANDS TECHNICAL
COLLEGE
Columbia, SC | December 2020

**PADI Open Water Scuba
Instructor**
Bonaire, Caribbean Netherlands |
August 2017

SKILLS

Advanced

QuickBooks
WordPress
Marketing

Expert

Microsoft Office Suite
Written Communication
Verbal Communication
Customer service
Office Management
Collaborative Problem Solving
Training

EXPERIENCE

Senior Administrative Assistant

Gittins Constructors, Inc. | Anchorage, AK

August 2018 – Present

- Work directly and independently to establish a system of office management tools including improved data management practices and construction of comprehensive training guides on critical tasks.
- Excel in clear and concise external and internal communications; overseeing all routine and ad hoc reporting, intra-office memos, and client communications.
- Perform all accounting and payroll functions, meeting all established deadlines while maintaining attention to detail.
- Enhanced onboarding program by successfully adapting training methods to fit individual employee needs to build confidence and proficiency in all office processes as well as multiple software applications.
- Spearheaded a rapid COVID-19 response, including research and implementation of safety protocols alongside communication to clients to establish a seamless transition into a pandemic world without loss of productivity or customer experience.

Office Manager and Sales Agent

Kids Sea Camp & Family Dive Adventures Dive Travel | Columbia, SC

December 2013 – June 2018

- Improved the effectiveness of the marketing program through the development of a strong social media presence, newsletters, and design of compelling travel documents and vouchers.
- Initiated on average 6 several thousand dollar sales per week through positive and professional interactions with potential clients.
- Performed various accounting functions including invoicing, processing sales, and reconciliation.
- Oversaw a variety of on-site logistical processes, relying heavily on organizational skills and strong relationships with both resort partners, team members and clients to ensure seamless operations.
- Taught a variety of Scuba courses to adults and children, of varying skill levels.
- Collaborated with a small team to successfully schedule and organize numerous large events.

Zoe Funk | REFERENCES

Jeani Cortez | Owner

Professional Support Associates

E: jcortez@professionalsupportassociates.com

P: (907) 884-9075

Margo Peyton | Owner

Kids Sea Camp Inc

E: margo@familydivers.com

P: (954) 304-3483

Antony Scott | Commissioner

Regulatory Commission of Alaska

E: antony.scott.in.ak@gmail.com

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R. Barry Rowell | Owner

Valverde & Rowell Attorneys at Law

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Woodrow Tinsley III | Owner

Sharkiteuthis Diving Company

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Questions?

Feel free to reach out



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