

Gabriel Andrejev

Senior Site Administrative Assistant / Administrative Services Team Lead

Burlington · Massachusetts · US

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Summary

Highly organized administrative professional with 23 years of experience supporting senior leadership in fast-paced biotech and pharmaceutical environments. Proven ability to manage complex calendars, arrange domestic & international travel, prepare polished reports and presentations, and coordinate site-wide events. Recognized for improving operational efficiency, reducing costs, and leading small teams through periods of rapid growth and change. Holds an Associate degree in Business Administration and multiple industry-relevant certifications (CAP, PMP, MOS-Excel). Fluent in English and Russian.

Experience

EvoBio Laboratories

Senior Site Administrative Assistant / Administrative Services Team Lead | Mar 2017 – Present

Provide comprehensive administrative support to the Site Director and nine senior scientists, managing three calendars with >150 appointments/month and coordinating travel for 25+ international trips per year.

- Implemented a centralized travel booking platform that reduced travel-related expenses by 12 % year-over-year while maintaining compliance with corporate travel policy.
- Lead a team of four administrative clerks; responsible for performance reviews, onboarding, and cross-training.
- Promoted to Team Lead in 2022 after redesigning the department's workflow.
- Organize quarterly all-hands meetings, quarterly CSR events, and annual site-wide team-building retreats with participation rates >95 % and post-event satisfaction scores of 4.8/5.
- Developed a digital filing system on SharePoint, cutting document retrieval time by 35 % and ensuring 100 % audit compliance.
- Serve as liaison between site management and corporate functions (HR, Finance, IT) for initiatives such as badge security upgrades and the rollout of new internal social media channels.
- Manage local office purchases, maintain a \$150K inventory of supplies, and oversee accounts payable for the site, consistently meeting payment deadlines.

MedTech Services

Operations Supervisor | Jun 2014 – Feb 2017

Supervised a team of five administrative staff, delegated daily tasks, and conducted monthly performance coaching.

- Oversaw scheduling of conference rooms, coordinated vendor deliveries, and maintained inventory of lab consumables.
- Directed a full office relocation to a new 20,000-sq-ft facility, completing the move two weeks ahead of schedule and 15 % under budget.
- Produced weekly operational reports for senior management, highlighting key performance indicators such as office utilization and expense variance.

MedTech Services

Office Manager | Jul 2009 – May 2014

Managed day-to-day office functions for a 50-person biotech R&D team, including reception, mail distribution, and facilities upkeep.

- Handled travel arrangements, expense reporting, and invoice processing for the department.
- Facilitated internal communications, drafted newsletters, and updated the company intranet.

XYZ Pharma Solutions

Senior Administrative Assistant | Jan 2006 – Jun 2009

Provided high-level administrative support to the VP of Clinical Operations, maintaining a complex calendar and preparing board-level presentations.

- Coordinated multi-site meetings, prepared detailed minutes, and tracked action items across three research locations.
- Streamlined the expense-reporting workflow by introducing a standardized Excel template, reducing processing time by 20 %.

XYZ Pharma Solutions

Administrative Assistant | May 2002 – Dec 2005

Performed general clerical duties: data entry, filing, and document preparation.

- Assisted with onboarding new hires and set up workstations.

Career Gap | Jul 2005 – Aug 2005

Relocated to Boston for family reasons; used this period to complete the Certified Administrative Professional (CAP) exam preparation.

Education & Training

Associate of Applied Science, Business Administration

North Shore Community College

– May 2002

Skills

Administrative & Office Management

Languages

English | – Present

Native proficiency

Russian | – Present

Full professional proficiency

Certifications

Certified Administrative Professional (CAP) | 2015-01-01

International Association of Administrative Professionals

Project Management Professional (PMP) | 2018-01-01

Project Management Institute

Microsoft Office Specialist – Excel | 2019-01-01

Microsoft

Advanced PowerPoint Design, Data Privacy & Security, Lean Six Sigma Yellow Belt | 2021-01-01

Internal Training

Awards

Travel Cost Reduction | 2022-01-01

EvoBio Laboratories

Negotiated airline and hotel contracts, achieving a 12 % annual reduction in travel spend for a 25-person team.

Process Automation | 2022-01-01

EvoBio Laboratories

Designed an automated expense submission workflow using Microsoft Power Automate, cutting processing time by 20 % and eliminating manual entry errors.

Event Success | 2022-01-01

EvoBio Laboratories

Planned and executed 15 major site events (product launches, award ceremonies, CSR drives) with average participant satisfaction rating of 4.8/5.

Office Relocation | 2017-02-01

MedTech Services

Managed the logistical planning for a multi-department office move, delivering the project two weeks early and 15 % under budget.

Digital Filing System | 2022-01-01

EvoBio Laboratories

Created a SharePoint-based document repository, decreasing average file retrieval time from 8 minutes to under 5 minutes (35 % improvement).

Interests

Outdoor Activities | – Present

- Trail hiking
- Nature photography

Literature | – Present

- Classic literature
- Russian authors

Culinary Exploration | – Present

- Experimenting with global cuisines

References

References available upon request