

Alteo Lee

Administrative Professional

Cambridge · MA · US

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| <https://linkedin.com/in/alteolee>

Profile

Detail-oriented Administrative Professional with 14 years of progressive experience supporting senior academic and research leaders in fast-paced university environments. Proven record of streamlining office operations, managing high-volume calendars, and producing accurate meeting documentation. Recognized for excellent interpersonal communication, discretion with confidential information, and the ability to anticipate stakeholder needs. Currently seeking a Level 2 Administrative Assistant role to contribute to the efficiency and collaborative culture of a top-tier private university.

Skills

Microsoft Office Suite, Calendar & Schedule Management, Meeting Coordination & Minute Taking, Travel & Expense Management, Document Preparation & Editing, Records & File Management, Data Entry & Database Maintenance, Customer Service & Front-Desk Reception, Event Planning & Logistics, Procurement & Vendor Relations, Confidentiality & Information Security, Project Coordination, Process Improvement, Time Management & Prioritization, Team Leadership & Supervision, Training & Mentoring, Conflict Resolution & Problem Solving, Written & Verbal Communication, Multilingual Communication, Notary Public

Languages

English | – Present

Native speaker

Korean | – Present

Conversational

Awards

Reduced meeting-minute turnaround time | – Present

Cambridge Academic Solutions

Reduced meeting-minute turnaround time from 5 days to 48 hours by redesigning the drafting workflow.

Streamlined expense processing | – Present

Cambridge Academic Solutions

Streamlined expense processing to achieve a 98 % on-time reimbursement rate, saving the university ≈ \$12,000 annually in processing costs.

Digital filing system migration | – Present

Cambridge Academic Solutions

Led the migration to a digital filing system for 15,000+ student records, cutting physical storage expenses by 30 % and enhancing audit readiness.

Grant-application coordination | – Present

Harvard Medical Research Institute

Coordinated grant-application support that secured \$4.2 M in research funding for Harvard Medical Research Institute investigators.

Team mentorship and training | – Present

Cambridge Academic Solutions

Mentored and trained a team of 4 junior administrators, resulting in a 20 % increase in overall team productivity as measured by task completion metrics.

Certifications

Microsoft Office Specialist (MOS) – Excel Expert | 2021-01-01

Microsoft

Certified Administrative Professional (CAP) | 2019-01-01

IAAP

Project Management Fundamentals (PMI-PMBOK) | 2020-01-01

Project Management Institute

Notary Public | 2023-01-01

Commonwealth of Massachusetts

Interests

Urban gardening & sustainable landscaping | – Present

Historical fiction literature | – Present

Marathon running | – Present

Experience

Cambridge Academic Solutions Ltd.

Level 2 Administrative Assistant | 01 Apr 2022 – Present

Serve as primary administrative liaison for the Dean's Office of the College of Engineering, supporting 3 senior deans and 45 faculty members. Manage a complex calendar of over 300 meetings per semester, including board meetings, research symposia, and external stakeholder visits. Draft, edit, and distribute accurate minutes for high-profile faculty council meetings; maintain a searchable archive that reduced retrieval time by 40 %. Coordinate domestic and international travel arrangements for faculty, processing ~120 expense reports quarterly with a 98 % on-time reimbursement rate. Lead a team of 4 administrative assistants as "Office Operations Team Lead" (Jan 2023 – Present), overseeing workload distribution, performance reviews, and professional development plans.

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- Lead a team of 4 administrative assistants as "Office Operations Team Lead" (Jan 2023 – Present), overseeing workload distribution, performance reviews, and professional development plans.

Cambridge Academic Solutions Ltd.

Office Assistant (Contract) | 01 Jan 2020 – 31 Mar 2022

Provided front-desk coverage for the Graduate Studies Division, greeting 150+ daily visitors and handling high-volume phone traffic. Implemented a paperless filing system for student records that decreased physical storage needs by 30 % and improved audit compliance.

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Harvard Medical Research Institute

Senior Administrative Coordinator | 01 Jul 2018 – 31 Mar 2022

Promoted from Administrative Coordinator after two years of exemplary performance. Supported 7 principal investigators across the Institute's oncology and genomics labs, organizing grant submissions that resulted in \$4.2 M of external funding. Developed standard operating procedures for meeting preparation and document control, cutting prep time by 25 %. Supervised a 2-person administrative support team, conducting weekly training sessions on Microsoft Office best practices.

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- Supervised a 2-person administrative support team, conducting weekly training sessions on Microsoft Office best practices.

Harvard Medical Research Institute

Administrative Coordinator | 01 May 2015 – 30 Jun 2018

Handled day-to-day office functions: calendar management, travel logistics, and document processing for the research administration office. Produced weekly briefing packets for senior leadership, consistently praised for clarity and precision.

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TechNova Solutions, Inc.

Junior Administrative Assistant | 01 Jun 2013 – 30 Apr 2015

Provided clerical support to the project management office, including scheduling, correspondence, and data entry into project tracking software. Assisted in the coordination of cross-functional meetings for product development teams, improving interdepartmental communication.

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Boston Community Center

Receptionist / Office Clerk | 01 Sep 2008 – 31 May 2013

Managed frontdesk operations, answering an average of 80 calls per day, and coordinated community event calendars. Implemented a volunteer sign-up database that increased volunteer participation by 15 %.

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Education & Training

Bachelor of Business Administration, Management

University of Massachusetts – Amherst
– 01 May 2008

Certificate, Office Management & Leadership

Boston University Continuing Education
– 01 Dec 2014

Projects

Digital Records Transformation Project | 01 Jan 2021 – Present

Led a cross-departmental initiative to migrate 15,000+ paper files to a cloud-based SharePoint repository; project delivered 2 months ahead of schedule.

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Faculty Workshop Series | 01 Jan 2020 – Present

Designed and administered a series of “Effective Presentation” workshops for faculty, resulting in a 30 % increase in positive feedback scores.

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References

Available upon request

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