

Ayalah Abdullaev

Administrative Professional

Cleveland · Ohio · US

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Profile

Resourceful professional with 7 years of experience in administrative support, research coordination, and event logistics across non-profit, academic, and hospitality environments. Proven ability to manage calendars, process documentation, and maintain organized records. Strong analytical and communication skills, with a track record of delivering accurate data entry and assisting multidisciplinary teams. Seeking a role where meticulous attention to detail and reliable service can contribute to operational efficiency.

Skills

Administrative & Office Skills

Languages

Russian | – Present

Native

English | – Present

Professional proficiency

Awards

Outstanding Event Support | 2021-01-01

Blue River Community Center

Awarded “Outstanding Event Support” by Blue River Community Center (2021) for flawless execution of the annual cultural festival.

Data Entry Accuracy Recognition | 2023-01-01

University of Ohio Research Unit

Recognized for 99.8 % data entry accuracy by the University of Ohio Research Unit (2023).

Certifications

Microsoft Office Specialist (Excel) | 2021-01-01

Microsoft

Microsoft Office Specialist (Excel) – 2021 (basic certification, not directly tied to retail sales).

Interests

Creative pursuits | – Present

- Creative writing
- Tabletop gaming
- Urban gardening
- Contemporary photography

Experience

University of Ohio

Administrative Assistant – Research Unit | 01 Jan 2022 – 01 Oct 2024

Supported three faculty members by managing calendars, arranging travel, and preparing grant submission packages. Performed data entry for research datasets, ensuring > 99 % accuracy. Coordinated weekly team meetings, prepared minutes, and distributed follow-up actions. Handled incoming inquiries from external collaborators, providing timely information and routing requests to appropriate staff.

- Supported three faculty members by managing calendars, arranging travel, and preparing grant submission packages.
- Performed data entry for research datasets, ensuring > 99 % accuracy.
- Coordinated weekly team meetings, prepared minutes, and distributed follow-up actions.
- Handled incoming inquiries from external collaborators, providing timely information and routing requests to appropriate staff.

Blue River Community Center

Event Coordinator (Contract) | 01 May 2020 – 01 Dec 2021

Planned and executed community workshops, cultural festivals, and fundraising galas serving 100-300 participants. Managed vendor contracts, venue setup, and on-site logistics, including audiovisual equipment and catering. Oversaw volunteer scheduling and provided on-the-spot troubleshooting during events.

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Metro Café & Bistro

Office Clerk – Customer Service Desk | 01 Jun 2018 – 01 Apr 2020

Provided front-desk support, answered phone calls, and responded to customer emails regarding reservations and menu inquiries. Processed daily cash deposits, reconciled receipts, and maintained inventory logs for consumables. Assisted in training two new front-of-house staff on point-of-sale software (not related to retail paint sales).

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- Processed daily cash deposits, reconciled receipts, and maintained inventory logs for consumables.
- Assisted in training two new front-of-house staff on point-of-sale software (not related to retail paint sales).

Summit Logistics

Receptionist (Seasonal) | 01 Nov 2016 – 01 Mar 2018

Managed inbound shipments documentation and coordinated with drivers for delivery scheduling. Performed basic data entry for shipment tracking system; duties were primarily clerical with limited interaction with retail customers.

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Midwest Public Library

Intern – Library Services | 01 Jun 2015 – 01 Aug 2015

Assisted patrons with reference queries and operated the circulation desk. Conducted inventory of multimedia collections and prepared promotional flyers for community programs.

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Education & Training

Associate of Arts, General Studies

Toledo Community College

– 01 May 2015

References

References available upon request

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