



# RICHARD HELPA

ADMINISTRATIVE PROFESSIONAL

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 2211 S. Darien St.  
Philadelphia, PA 19148

## PROFILE



*Detail-oriented and organized administrative professional with over 10 years of experience in managing office operations, providing executive support, and enhancing organizational efficiency.*

*Proven track record in data entry, scheduling, document preparation, and maintaining confidential information.*

## EDUCATION



2004 - 2010  
**B.A. PHILOSOPHY**

West Chester University  
West Chester, PA

2020 - 2021 Summa Cum Laude -3.8  
**CERT CREATIVE WRITING**

Community College of Philadelphia  
Philadelphia, PA

2024 - 2025  
**A.A.S COMPUTER  
INFORMATION SYSTEMS**

Community College of Philadelphia  
Philadelphia, PA

## SKILLS



· MS OFFICE	■ ■ ■ ■
· QUICKBOOKS	■ ■ ■ □
· EXCEL	■ ■ ■ □
· IT SUPPORT	■ ■ ■ □
· MULTI-TASKING	■ ■ ■ □
· COMMUNICATION	■ ■ ■ ■
· PROBLEM SOLVING	■ ■ ■ ■
· ORGANIZATION	■ ■ ■ □
· CONCUR	■ ■ □ □

## WORK EXPERIENCE



2023

-  
MAY  
2024

### OFFICE MANAGER

Puttshack | Philadelphia, PA

**Office Manager for indoor mini-golf eatery located in Center City**

- Managed phone calls, emails, reservations
- Financials, P&L, Inventory, Data Entry
- Vendor invoicing; A/R, A/P
- Employee onboarding, payroll

2023

-  
2023

### STAFFING & SERVICE COORDINATOR

Brulee Catering | Philadelphia, PA

**Administrative Coordinator for large -scale catering company**

- Scheduled & staffed a team of 50-plus employees using ADP
- Payroll, time and labor reporting

2021

-  
2023

### OFFICE COORDINATOR & ADMINISTRATOR

F.A. Davis Co. | Philadelphia, PA

**In-person Administrative Coordinator for virtual publishing co.**

- Provided in-person administrative support
- Creating and Implementing SOPs & Knowledge Banks
- Led company's Safety Committee

2021

-  
2021

### ADMINISTRATIVE ASSISTANT

Goldman Sachs | Philadelphia, PA

**Temporary administrative assistant for international financial firm**

- Expensing using Concur
- Booking travel and hotel reservations

2017

-  
2020

### OFFICE COORDINATOR

Dujour Cafe & Catering | Philadelphia, PA

**Office Coordinator for Center City corporate catering business**

- Managed payroll, employee onboarding/records
- Point of contact via phone and email
- Contributed to 20% monthly sales increase

2012

-  
2017

### HOSPITALITY ATTENDANT

Dechert, LLP | Philadelphia, PA