Priya Raman

Administrative Business Partner

San Jose, CA (408) 555-0119 priya.raman@email.com linkedin.com/in/priyaraman

SUMMARY

Administrative business partner with 6 years of administrative work, supporting a VP of Engineering and an org of 140 at a San Jose semiconductor company. Owns calendar management, team events, new hire onboarding and expense reports, and builds headcount and budget trackers in Excel. Clear written communication skills and a proactive habit of fixing problems early.

EXPERIENCE

Administrative Business Partner 08/2024 - Present

Silicon Ridge Semiconductor San Jose, CA

Chip design company with 2,200 employees; supporting an engineering org of 140.

- Manage Google Workspace calendars for a VP and 3 directors, about **55** meetings a week across 2 continents.
- Run new hire onboarding for about 8 engineers a month, from laptops and badges to first-week schedules.
- Lead event planning for quarterly all-hands and 2 team offsites a year, keeping each under its $25,000 budget.
- Process expense reports and purchase requests for 140 people, cutting average approval time from 9 days to 4.

Administrative Assistant 06/2022 - 07/2024

Coyote Creek Software Santa Clara, CA

SaaS company with 400 employees.

- Supported 2 directors and a 35-person sales team with calendars, room bookings and travel for 15 trips a month.
- Built PowerPoint templates for quarterly business reviews, now used by 12 account managers.
- Drafted meeting notes and policy updates in Word, sending action items within 24 hours of each meeting.
- Ordered equipment and supplies under a $6,000 monthly budget, tracking every order in Excel.

Office Assistant (Part-Time) 09/2020 - 05/2022

Willow Glen Realty San Jose, CA

Part-time role at a 6-agent residential real estate office while in college.

- Scheduled 25+ home showings a week for 6 agents and confirmed each one by text.
- Prepared listing packets in Word and PowerPoint for about 10 new listings a month.
- Cleaned the client database in Excel, merging 1,200 duplicate records in one semester.

SKILLS

- **Calendar Management**
- **New Hire Onboarding**
- **Event Planning**
- **Expense Reports**
- **Excel**
- **PowerPoint**
- **Word**
- **Google Workspace**
- **Communication Skills**
- **Proactive**

EDUCATION

Bachelor of Arts

San Jose State University

Sociology

San Jose, CA

05/2022

CERTIFICATES

Microsoft Office Specialist: PowerPoint Associate

Microsoft

09/2023

Certified Administrative Professional (CAP)

International Association of Administrative Professionals (IAAP)

04/2026