

JOHN SMITH



**DEGREE NAME / MAJOR**

University, Location 2007 - 2011

CAREER OBJECTIVE

Microsoft Office

120 WPM Typist

Fluent Spanish

Quickbooks

**ADMINISTRATIVE ASSISTANT**

*Redford & Sons, Boston, MA / September 2018 - Present*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members

**SECRETARY**

*Bright Spot LTD, Boston, MA / June 2015 – August 2018*

* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed, and distributed minutes of meetings

**DEGREE NAME / MAJOR**

University, Location 2011 - 2015

Adaptability

Collaboration

Strong Work Ethic

Problem Solving

**Email:**

youremail@gmail.com

**Phone:**

895 555 555

**Address:**

4397 Aaron Smith DriveHarrisburg, PA 17101

**Linkedin:**

linkedin.com/in/yourproﬁle

Administrative Assistant

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

CONTACT

SOFT SKILLS

HARD SKILLS

EDUCATION

EXPERIENCE