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|  |  | **JOHN SMITH** | 1938 W Augusta Blvd, Chicago, IL 60622 • (212) 204-5342 • david.perez@gmail.com • linkedin.com/in/david-perez •  |   |   |
|  | Administrative Assistant |
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|  | **OBJECTIVE** |  |
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|  | Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling 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. |
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|  | **PROFESSIONAL EXPERIENCE** |  |
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|  | **REDFORD & SONS – Chicago, IL***Administrative Assistant, September 2019 – Present* |
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|  | * 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
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|  | **BRIGHT SPOT LTD. – Chicago, IL***Secretary, June 2017 – August 2019* |
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|  | * Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories while being careful to adhere to budgeting practices
* Greeted visitors and helped them either find the appropriate person or schedule an appointment
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|  | **SUNTRUST FINANCIAL – Chicago, IL***Secretary, June 2015 – August 2017* |
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|  | * Recorded, transcribed, and distributed weekly meetings
* Answered upwards of 20 phone calls daily, taking detailed messages
* Arranged appointments and ensured executives arrived at meetings with clients on time
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|  | **EDUCATION** |  |  | **ADDITIONAL SKILLS** |  |
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|  | **RIVER BROOK UNIVERSITY – Chicago, IL***Bachelor of Arts in History, May 2015*Graduated magna cum laude |  | * Expert in Microsoft Office, with a focus on Excel
* Bilingual in Spanish and English
* Web and tech savvy, require little to no training
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