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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 | | | | | |
|  | | | | | | | | | | | |
|  | **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* | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  | * 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* | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  | * 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* | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  | * 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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