JOHN CHEN

ADMINISTRATIVE ASSISTANT

(123) 456-7890 | johnchen@fakemail.com | New York, NY | bandana.co/profile/johnchen

PROFESSIONAL SUMMARY

A dedicated Administrative Assistant with over 6 years experience in fast-paced office environments. Strong organization and communication skills, combined with the ability to independently handle multiple priorities. Proven track record of improving efficiency by organizing and managing office systems.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT   Harrison Corp., New York · **March 2020 – Present**

- Improved overall efficiency by 20% through implementation of a new electronic file system.
- Regularly scheduled and maintained appointments for a team of 15 employees.
- Assisted in drafting and sending out company correspondence between staff and clients.

JUNIOR ADMINISTRATIVE ASSISTANT   Smith & Partners, New York · **July 2017 – February 2020**

- Managed an extensive electronic filing system and ensuring easy access to vital company documents.
- Coordinated regular department meetings and took charge of minutes transcription.
- Handled incoming inquiries via phone and email and providing professional and timely responses.

OFFICE CLERK   Best Printers Inc., New York · **June 2014 – June 2017**

- Assisted in sorting and distributing mail to respective departments and individuals.
- Maintained updated records of office expenses and costs, contributing to budget control.
- Acted as backup receptionist, fielding general calls and inquiries from customers.

EDUCATION

Associate of Arts, 2-year degree program in Business Administration, City College of New York

SKILLS / LANGUAGE / CERTIFICATIONS

- *Hard skills*: Microsoft Office Suite, Data Entry, Budgeting, Meeting Minutes Transcription
- *Soft skills*: Attention to Detail, Problem Solving, Teamwork, Adaptability, Communication
- *Language:* English (Native), Mandarin Chinese (Fluent)

INTERESTS

Amateur Photography, Volunteering at Local Animal Shelter, Traveling, Cooking, Yoga

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