

YOUR NAME HERE

Administrative assistant



CAREER OBJECTIVE

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.



EXPERIENCE

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



CONTACT

Email:

youremail@gmail.com

Phone:

895 555 555

Address:

4397 Aaron Smith
Drive Harrisburg, PA 17101

Linkedin:

linkedin.com/in/yourprofile



SOFT SKILLS

Adaptability

Collaboration

Strong Work Ethic

Problem Solving



HARD SKILLS

Microsoft Office

120 WPM Typist

Fluent Spanish

Quickbooks



EDUCATION

DEGREE NAME / MAJOR

University, Location
2011 - 2015

DEGREE NAME / MAJOR

University, Location
2007 - 2011