

**YOUR NAME HERE**

ADMINISTRATIVE ASSISTANT

**Email:** [youremail@gmail.com](mailto:youremail@gmail.com)

**Phone:** 895 555 555

**Address:** 4397 Aaron Smith Drive Harrisburg, PA 17101

**Linkedin:** linkedin.com/in/yourproﬁle

**AWARD RECEIVED**

Organization

2015

**CERTIFICATION #1**

Location, Date

**DEGREE NAME / MAJOR**

University, Location

2006 - 2011

**DEGREE NAME / MAJOR**

University, Location

2011 - 2015

**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

**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

**CONTACT**

**RESUME OBJECTIVE**

**SKILLS**

**AWARDS**

**EDUCATION**

**EXPERIENCE**

Problem Solving Adaptability Collaboration

Strong Work Ethic

Time Management

Critical Thinking Handling Pressure

Leadership

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.

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