JOHN SMITH

123 Your Address

 City, State, Zip Code

(xxx)-xxx-xxxx

your@email.com

Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

**Professional Experience**

## REDFORD & SONS, boston, ma

## *Administrative Assistant, September 2011 – 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

## Bright Spot ltd, boston, ma

## *Secretary, June 2008 – August 2011*

* Typed 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 being 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

# **Education**

## Richer Brook University, Chicago, IL

* Graduated Cum Laude

# **Additional Skills**

* Expert in Microsoft Office, with a focus on Excel
* Bilingual in Spanish and English
* Web and tech savvy, require little to no training