

# JOHN SMITH

123 Your Address  
City, State, Zip Code  
(xxx)-xxx-xxxx  
[your@email.com](mailto: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