# ADMINISTRATIVE ASSISTANT

Sample by Resume Genius

## SUMMARY

Administrative Assistant with 4+ years of experience preparing flawless presentations, assembling facility reports, and maintaining schedules. Possess extensive expertise in Microsoft Excel and database management. Looking to leverage organizational and time management skills as an Administrative Assistant at Alpha Consulting.

## PROFESSIONAL EXPERIENCE

September 20XX–Present | Redford & Sons, Boston, MA
Administrative Assistant

- Manage digital sales and streaming accounts to improve brand positioning and growth
- Source and develop new strategic partnerships, social engagements, and advertising opportunities that generate new revenue streams
- Collaborate with internal departments to execute national advertising campaigns, plan global digital distribution, and re-deploy a 1M+ consumer sales and marketing database

June 20XX–August 20XX | Bright Spot LTD, Boston, MA
Secretary

- Typed drafts, memos, and emails at 100 wpm typing speed, and prepared weekly reports for management
- Opened, sorted, and distributed incoming messages and correspondence throughout the department
- Purchased and maintained office supply inventories, carefully adhering to a $4,000 annual budget
- Greeted visitors and determined the appropriate point person and meeting time for their specific situations
- Recorded, transcribed, and distributed meeting minutes

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## EDUCATION

May 20XX
**River Brook University, Chicago, IL**
Bachelor of Arts, History
Graduated *cum laude*

**International Association of Administrative Professionals (IAAP) | 20XX**

Certified Administrative Professional (CAP)

## RELEVANT SKILLS

Verbal and written communication

People skills

Organization

Teamwork

Attention to detail

Bookkeeping

Microsoft Office Suite

Slack