ADMINISTRATIVE ASSISTANT

from Resume Genius

CAREER OBJECTIVE

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possess extensive expertise in Microsoft Excel and database management. Looking to leverage organizational and time management skills as an Administrative Assistant at [Company Name].

PROFESSIONAL EXPERIENCE

Administrative Assistant

Redford & Sons, Boston, MA | September 2019–Present

- Scheduled and coordinated 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 policies
- Developed new filing and organizational practices, saving $3,000 per year in contracted labor expenses
- Maintained utmost discretion when dealing with sensitive topics
- Managed travel and expense reports for department team members

Secretary

Bright Spot LTD, Boston, MA | June 2016–August 2019

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 weekly reports for management
- Opened, sorted, and distributed incoming messages and correspondence
- 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

CONTACT

Phone
(617) 555-5555
Email
your.email@gmail.com
LinkedIn
linkedin.com/in/yourprofile/

EDUCATION

River Brook University
Chicago, Il | May 2016

Bachelor of Arts, History
Graduated *cum laude*

International Association of Administrative Professionals (IAAP) | 2019

Certified Administrative Professional (CAP)

RELEVANT SKILLS

Adaptability

Collaboration

Strong work ethic

Problem solving

Attention to detail

Communication

Microsoft Suite

Slack

Fluent in Spanish & English