

JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th
Floor

SKILLS

- Articulate and well-spoken
- Professional and mature
- Multitasker
- Strong problem solver
- Self-starter
- Customer service-oriented
- Meticulous attention to detail
- Fast learner

EDUCATION AND TRAINING

Northeastern Junior College
Sterling, CO • 05/1996

Associate of Arts: Business
Administration

SUMMARY

Hardworking and reliable Executive Assistant with 10+ years of experience. Skilled in managing busy schedules, organizing projects and providing stellar administrative support while prioritizing and completing tasks with professionalism and sound judgment.

EXPERIENCE

California Connections Academy - Kern County - Project Coordinator-Remote Work
Miami, FL • 07/2008 - 07/2010

- Developed Certified Staff Handbook.
- Maintained and revised district policy handbook.

RE-1 Valley School District - Board of Education and Superintendent Executive Assistant
City, STATE • 07/2004 - 07/2008

- Coordinated functions in planning and developing office activities
- Made operational decisions, maintaining confidential information while using tact and diplomacy at all times as the frontline contact.
- Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.
- Wrote and distributed Board of Education and Administrative meeting agendas and minutes

RE-1 Valley School District - Special Education Administrative Assistant
City, STATE • 09/1998 - 07/2004

- Managed daily office operations.
- Reviewed files for compliance with state and federal guidelines.
- Maintained federal, state and local budgets for various departments.
- Revised procedural processes to improve accuracy and efficiency

Northeastern Junior College - Purchasing Manager Administrative Assistant
City, STATE • 05/1996 - 09/1998

- Performed routine office duties.
- Acquired, cataloged and maintained purchasing reference library.
- Posted proposals and bids on Bids Information Distribution System.
- Prepared and input college purchase orders.

ACTIVITIES AND HONORS

- Officer-Colorado Association of Public Employees
- Officer-Northeastern Junior College's Classified Staff
- Writing Skills Award