

# JESSICA CLAIRE

 resumesample@example.com  
 (555) 432-1000  
 100 Montgomery St. 10th Floor

## 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.

## 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

## 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