




DAVID PÉREZ

ADMINISTRATIVE ASSISTANT

Contact

(212) 204-5342 

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Chicago, IL 60622 

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Education

(May 2015)

Bachelor Of Arts in History,

Graduated magna cum laude

RIVER BROOK UNIVERSITY

– Chicago, IL

Key Skills

Microsoft Office



Spanish and English



Web and tech savvy



Typing speed of 70 WPM



Problem solving



Team leadership



Awards

(May 2018)

AWARD TITLE / Brand

Profile

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling 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

ADMINISTRATIVE ASSISTANT

REDFORD & SONS – Chicago, IL

SEP 2019

– 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
- 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

SECRETARY

BRIGHT SPOT LTD – Boston, MA

JUN 2017

– AUG 2019

- Type 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 supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment
- Recorded, transcribed, and distributed minutes of meetings

SECRETARY

SUNTRUST FINANCIAL – Chicago, IL

JUN 2015

– AUG 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived to meetings with clients on time

