

DAVID PEREZ

Administrative Assistant

CONTACT

(212) 204-5342



david.perez@gmail.com



1938 W Augusta Blvd,
Chicago, IL 60622



linkedin.com/in/davidperez



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



PROFILE

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess 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

September 2019 – Present

Administrative Assistant

REDFORD & SONS – Chicago, IL

- 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

June 2017 – August 2019

Secretary

Bright Spot LTD / Boston, MA

- 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

June 2015 – August 2017

Secretary

SUNTRUST FINANCIAL – Chicago, IL

- 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

