



DENICE HARRIS

Administrative Assistant

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

Secretary

Bright Spot Ltd – Boston, Ma | June 2017 – August 2019

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices

Secretary

Suntrust Financial – Chicago, IL | June 2015 – August 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages

CONTACT

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- linkedin.com/in/denice.harris

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.

EDUCATION

Bachelor Of Arts in English

River Brook University, Chicago, IL | May 2015
Graduated Magna Cum Laude

KEY SKILLS

- Microsoft Office
- HubSpot
- MailChimp

ADDITIONAL SKILLS

- Spanish (Intermediate)
- Typing speed of 70 WPM
- Problem Solving

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- [Free Resume Builder](#)
- [How to Write a Resume](#)
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- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)

Best regards,

The Resume Genius Team