

LAUREN CHEN

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
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 determined to whom and when they could speak with specific individuals

Secretary

Suntrust Financial, Boston, MA
Jun 2017 – Aug 2019

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

EDUCATION

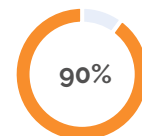
May 2015

Bachelor Of Arts in English Literature

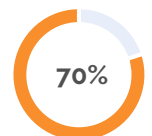
River Brook University
Chicago, IL

Graduated Magna Cum Laude

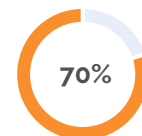
KEY SKILLS



HubSpot



MailChimp



Microsoft
Office



Google
Workspace

ADDITIONAL SKILLS

Spanish (Intermediate)



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.

PHONE

(123) 456-7895

EMAIL

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ADDRESS

1938 W Augusta Blvd,
Chicago, IL 60622

LINKEDIN

linkedin.com/in/lauren.chen

Dear Job Seeker,

Want to make a lasting impression on employers? Our sleek new resume templates feature a space for your profile photo, ensuring that hiring managers remember your application.

Our resume templates with photos are ideal if you're applying for a job that requires a headshot, like a position as an [actor](#), [model](#), or [theatre](#) performer.

However, if you're applying for work in the US or UK, you should **avoid** using a [resume with a picture](#) on it because companies consider it an HR risk.

If you're struggling to write your resume, here are some free resources to help you put together a resume that shows employers you're the right person for the job:

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Once you have a great resume, pair it with a convincing cover letter using our matching cover letter templates. Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

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

Best regards,

The Resume Genius Team