

LILLIAN GARDNER

ADMIN ASSISTANT

RESUME OBJECTIVE

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.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Redford & Sons, Boston, MA / September 2018 - 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 policy
- 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

SECRETARY

Bright Spot LTD, Boston, MA / June 2015 - August 2018

- 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 supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings

✉ youremail@gmail.com

☎ 895 555 555

📍 4397 Aaron Smith Drive
Harrisburg, PA 17101

in linkedin.com/in/yourprofile

SKILLS

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

Problem Solving

EDUCATION

DEGREE NAME / MAJOR

University, Location
2011 - 2015

DEGREE NAME / MAJOR

University, Location
2007 - 2011

CERTIFICATION #1

Location, Date

CERTIFICATION #2

Location, Date