





TEST RUN

ADMINISTRATIVE ASSISTANT

youremail@gmail.com

895 555 555

4397 Aaron Smith
Drive Harrisburg, PA

linkedin.com/in/yourprofile

SKILLS

- Problem Solving
- Adaptability
- Collaboration
- Strong Work Ethic
- Time Management
- Critical Thinking
- Handling Pressure

EDUCATION

DEGREE NAME / MAJOR
University, Location
2007 - 2013

DEGREE NAME / MAJOR
University, Location
2006 - 2011

CERTIFICATION #1
University, Location

AWARDS

AWARD RECEIVED
organization

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 2016 - 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

SECRETARY

Bright Spot LTD, Boston, MA / June 2013 – August 2016

- 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

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