

DAVID PÉREZ/

ADMINISTRATIVE ASSISTANT



EDUCATION

Bachelor Of Arts
in History

River Brook University,
Chicago, IL

Graduated Magna Cum Laude

May 2015



KEY SKILLS

Microsoft Office



MailChimp



HubSpot



Google Workspace



ADDITIONAL SKILLS

Spanish

Typing speed of 70 WPM

Problem solving

Team leadership

(212) 204-5342

Chicago, IL 60622

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PROFILE

Administrative Assistant with **6+ years of experience** preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses 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

Administrative Assistant

September 2019 – Present

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

Secretary

June 2017 – August 2019

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

Secretary

June 2015 – August 2017

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

Dear Job Seeker,

Our **"Current"** resume template is (as of today) our most up-to-date resume design. The template applies all of the trendiest elements of modern resumes like section icons, skills bars, and a visual header and combines them into a professional yet attractive package.

The brighter colors and visually appealing elements make it more suitable for less formal industries, yet the black and blue variations would be acceptable for more buttoned-up job applications if you really liked this template style and wanted to use it for your own resume.

If you're still 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