

David Pérez

Administrative Assistant



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.

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PROFESSIONAL EXPERIENCE

Administrative Assistant

Redford & Sons, Chicago, IL | Sep 20XX – 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
- 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
- Coordinate travel arrangements, including booking travel itineraries and using travel management software

Secretary

Bright Spot Ltd - Boston, MA | Jun 20XX - Aug 20XX

- Typed 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 carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment

Secretary

Suntrust Financial - Chicago, IL | Jun 20XX - Aug 20XX

- 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
- Answered upwards of 20 phone calls daily, taking detailed messages

EDUCATION

Bachelor Of Arts in History

River Brook University

Chicago, IL | May 20XX

Graduated magna cum laude

KEY SKILLS

Microsoft Office

HubSpot

MailChimp

Google Workspace

Salesforce

AI Automation

ADDITIONAL SKILLS

Spanish (Intermediate)

Typing speed of 70 WPM

Bookkeeping

Calendar Management

Meeting Coordination