

# 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