**Don’t know where to begin? Click the link to** [**have your resume written today by a certified resume writer**](https://resumewriterdirect.com/?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=RWD_Push_Link_1)**.**

**JOHN SMITH**

123 Your Address

City, State, Zip Code

(xxx)-xxx-xxxx

[your@email.com](mailto:your@email.com)

*Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing 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

## REDFORD & SONS, Boston, MA

## Administrative Assistant, September 2011 – 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 members

## BrIGHT SPOT LTD, Boston, MA

## Secretary, June 2008 – August 2011

* 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 being 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

# Education

## College Name, City, State

*Bachelor of Arts in History, May 2008*

* Graduated Cum Laude

# Additional Skills

* Expert in Microsoft Office, with a focus on Excel
* Bilingual in Spanish and English
* Web and tech savvy, require little to no training

Friend,

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=RWD_Push_Link_2).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=Resume_Builder_Push)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=How_To_Write_Resume_Push)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=Resume_Samples_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=CL_Builder_Push)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=RG&utm_medium=MSWord_Resume_Templates&utm_campaign=CL_Examples_Push)