

FAKE RESUME

123 UR ADDRESS CITY, STATE , ZIP CODE (XXX)-XXX-XXXX YOUR@EMAIL.COM

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.

PROFESSIONAL EXPERIENCE

REDFORD & SONS, BOSTON, MA

Administrative Assistant, September 2015 - 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 2011 - August 2015

- 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

RIVER BROOK UNIVERSITY, CHICAGO, IL

Bachelor of Arts in History, May 2011

- Honors: *cum laude* (GPA: 3.6/4.0)

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

Dear Job Seeker,

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](#).

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

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

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

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)