

MARY HERNANDEZ

ADMINISTRATIVE

Email: youremail@gmail.com

Phone: 895 555 555

Address: 4397 Aaron Smith Drive
Harrisburg, PA 17101

Linkedin: linkedin.com/in/yourprofile

RESUME OBJECTIVE

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.

SKILL

Problem Solving

Collaboration.

Strong Work Ethic

Time Management

Handling Pressure

Leadership

Time Management

Critical Thinking

Problem Solving

Adaptability.

Collaboration.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Redford & Sons, Boston, MA / September 2016 - 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

SECRETARY

Bright Spot LTD, Boston, MA / June 2013 – August 2016

- 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 supply inventories, and always 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

DEGREE NAME / MAJOR

University, Location

2007 - 2013

DEGREE NAME / MAJOR

University, Location

2006 - 2011

CERTIFICATION #1

Location, Date

CERTIFICATION #2

Location, Date