

MARY HERNANDEZ

ADMINISTRATIVE ASSISTANT

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RESUME OBJECTIVE

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.

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	DEGREE NAME / MAJOR	CERTIFICATION #1	CERTIFICATION #2
University, Location 2007	University, Location 2006 - 2011	Location. Date	Location. Date