

# DAVID PÉREZ

Administrative Assistant

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## OBJECTIVE

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling 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 – Chicago, IL

*Administrative Assistant, September 2019 – 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. – Chicago, IL

*Secretary, June 2017 – August 2019*

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories while being careful to adhere to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment

### SUNTRUST FINANCIAL – Chicago, IL

*Secretary, June 2015 – August 2017*

- Recorded, transcribed, and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived at meetings with clients on time

## EDUCATION

### RIVER BROOK UNIVERSITY – Chicago, IL

*Bachelor of Arts in History, May 2015*

Graduated magna 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



## Dear Job Seeker,

Classic and simple, our “Original Professional” resume template is perfect for individuals applying for a [manager](#) or [administrative assistant](#) position.

With its conservative design, the hiring manager will be able to clearly read your experience and skills without being distracted by unnecessary colors and fonts.

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

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

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](#). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

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

Best regards,

*The Resume Genius Team*