

|  | | | | | |
| --- | --- | --- | --- | --- | --- |
| **David**  **Perez** | | 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. | | | |
|  | | | | | |
| (123) 456-7895 | Chicago, IL 60622 | | davidperez@gmail.com | | linkedin.com/davidperez |
| | **Professional Experience** | | | | --- | --- | --- | |  | | | |  |  | **Administrative Assistant**  Redford & Sons, Chicago, IL | |  | | * 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 * 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 | | **Secretary**  Bright Spot Ltd, Boston, Ma | |  | | * 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 supplied inventories, and always carefully adhered to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment | | **Secretary**  Suntrust Financial, Chicago, IL | |  | | * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages * Arranged appointments and ensured executives arrived to meetings with clients on time | | | | | | **Education** | | --- | |  | | 2015  **Bachelor Of Arts in English Literature**  River Brook University, Chicago, IL  Graduated Magna Cum Laude | |  | | 2013  **AA Communications**  Harry S Truman College, Chicago, IL | |  | | **Key Skills** | |  | | Microsoft Office | |  | |  | | MailChimp | |  | |  | | HubSpot | |  | |  | | Google Workspace | |  | |  | | **Additional Skills** | |  | | Spanish  MailChimp  Problem solving  Team leadership | | |
|  | | | | | |