

# David Perez

Administrative Assistant

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.

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## Professional Experience

2019 – 2022

**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

2017 – 2019

**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

2015 – 2017

**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