

# ALEX JOHNSON

## Administrative Assistant

(555) 321-9876  
alex.johnson.com

alexjohnson@email.com  
456 Oak Avenue, New York, NY

linkedin.com/in/alexjohnson  
twitter.com/alex.johnson

*Highly organized and reliable Administrative Assistant with experience supporting daily office operations, managing schedules, handling correspondence, and maintaining accurate records. Known for strong communication skills, attention to detail, and the ability to multitask in fast-paced office environments.*

### PROFESSIONAL EXPERIENCE

#### CLEARPOINT CONSULTING GROUP

Administrative Assistant

Chicago, IL

March 2022 – Present

- Provided administrative support to managers and team members to ensure smooth daily operations
- Managed calendars, scheduled meetings, and coordinated appointments
- Handled incoming calls, emails, and general office correspondence
- Prepared documents, reports, and presentations using Microsoft Office
- Maintained organized filing systems and confidential records
- Assisted with office supplies management and vendor coordination

#### NORTHBRIDGE SERVICES

Office Assistant

Evanston, IL

July 2020 – February 2022

- Supported front-office operations and greeted clients and visitors
- Assisted with data entry, document preparation, and filing
- Scheduled meetings and updated internal calendars
- Helped maintain office organization and workflow efficiency
- Provided general clerical support to multiple departments

### EDUCATION

#### Bachelor of Science in Marketing

3.7/4 GPA

#### ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

2018 - 2022

City College of Chicago, Chicago, IL

### SKILLS

- Office Administration
- Calendar & Schedule Management
- Email Phone Correspondence