



DENICE HARRIS

Administrative Assistant

PROFESSIONAL EXPERIENCE

Administrative Assistant

Redford & Sons, Chicago, IL | Sep 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
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses

Secretary

Bright Spot Ltd – Boston, Ma | June 2017 – August 2019

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices

Secretary

Suntrust Financial – Chicago, IL | June 2015 – August 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages

CONTACT

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- linkedin.com/in/denice.harris

PROFILE

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.

EDUCATION

Bachelor Of Arts in English

River Brook University, Chicago, IL | May 2015

Graduated Magna Cum Laude

KEY SKILLS

Microsoft Office

HubSpot

MailChimp

ADDITIONAL SKILLS

Spanish (Intermediate)

Typing speed of 70 WPM

Problem Solving

Dear Job Seeker,

Ready to land your next job offer?

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Good luck on the job hunt.

Best regards,

The Resume Genius Team

Fonts

This template uses free fonts that are compatible with PC and Mac. You MUST download and install these fonts on your computer, before opening the file, in order for it to work properly.

[Lexend ↗](#)

[Inter ↗](#)

Font Installation

After downloading the fonts, simply open the zip folders and install each font file on your system.

Windows Users

Right click the font file, select "Install". We recommend fully restarting your computer after the font installation.

Mac Users

Double click the font files, click "Install", and then restart MS Word.