

EMILY SMITH

(213)-123-4567 — Portland St, CA, Los Angeles-12345 — emily.smith@example.com

SUMMARY

Dedicated and focused secretary who excels in completing multiple tasks simultaneously. Committed to delivering high-quality results with little supervision. Proven communication, travel planning, and email management skills. Seeking a position as an administrative assistant, to leverage organizational and research skills to support internal and external communication.

PROFESSIONAL SKILLS

- Organizational
- Advanced Clerical Knowledge
- Prioritization
- Answered Telephone Calls
- Empathy
- MS Office proficiency

WORK EXPERIENCE

Receptionist 2020 – Present
Yelp Inc.

- Assisted in ordering, receiving, stocking, and distributing office supplies
- Received and scanned claims to ensure prompt processing
- Assisted in maintaining shift schedules and coverage for reception staff
- Operated all office equipment, tools, and supplies, performing light cleaning duties as needed

Accountant 2019 – 2020
Target

- Analyzed and maintained an adequate accounting records system and comprehensive set of controls designed to mitigate risk
- Provided management job cost reports using the percentage-of-completion method
- Coordinated the provision of information to external auditors during interim and annual audits
- Provided efficient levels of service, growing the client roster by 35% without increasing staff

Cashier 2017 – 2019
Walmart

- Maintained knowledge regarding payment in the form of cash, checks, credit, vouchers/traveler's checks, or automatic debit
- Answered customer telephone calls promptly and appropriately
- Monitored checkout stations to ensure an adequate availability of cash and that they were staffed appropriately
- Balanced currency, coins, and checks in cash drawers at the end of my shift, calculating daily transactions using computers, calculators, or adding machines

EDUCATION & CERTIFICATIONS

AS May, 2018
Oxnard College, Oxnard, CA