

Bob Jones

123 Address Rd, Anywhere, USA robertjooes@emailcom (123)456-7890

New graduate passionate about administrative duties. More than one year of experience working in an administrative assistant capacity and four years of hands-on people and facility management. Complex problem-solving skills, high levels of attention to detail and analytical skills.

Education

Bachelor of Business Administration

University of Florida Tallahassee, FL
August 2014 - December 2018

Key Skills

- Business software, including Microsoft Office and Adobe Acrobat
- Customer service skills
- Data entry
- Strong interpersonal skills
- Strong written and verbal communication skills

Professional Experience

Administrative Assistant

DEF Small Office, Miami, FL I December 2018 - Present

- Serve as main point of contact for office challenges, including property repairs, equipment malfunctions, supply ordering and janitorial requirements
- Answer phones and greet guests upon arrival to the facility
- Compile information from executive Leadership into memos and presentations to be distributed to the rest of the company

Head Lifeguard

AAA Community Pool, Miami, FL 1 May 2014 - August 2018

- Managed the lifeguarding staff at both the indoor and outdoor pools throughout the year
- Set schedules and drafted rotations to ensure proper coverage throughout the busy season, keeping both employees and pool patrons safe and happy
- Managed chemical Levels and consistent testing practices to maintain a safe swimming environment in both the indoor and outdoor pools