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| **DAVID PÉREZ/**ADMINISTRATIVE ASSISTANT | |
| |  |  | | --- | --- | |  | | | **EDUCATION** | | |  | | | Bachelor Of Arts in History | | | River Brook University, Chicago, IL | | | Graduated Magna Cum Laude | | | May 2015 | | |  | | | **KEY SKILLS** | | |  | | | Microsoft Office | | |  | | |  | | | MailChimp | | |  | | |  | | | HubSpot | | |  | | |  | | | Google Workspace | | |  | | |  | | | **ADDITIONAL SKILLS** | | |  | | | Spanish  Typing speed of 70 WPM  Problem solving  Team leadership | | |  | **(212) 204-5342**  **Chicago, IL 60622**  **davidperez@gmail.com**  **linkedin.com/in/davidperez** | |  | |  | |  | | |  |  | | --- | --- | |  | | | **PROFILE** | | |  | | | Administrative Assistant with **6+ years of experience** preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager. | | |  | | | **PROFESSIONAL EXPERIENCE** | | |  | | | **Administrative Assistant**  September 2019 – Present | 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 | | |  | | | **Secretary**  June 2017 – August 2019 | 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 | | |  | | | **Secretary**  June 2015 – August 2017 | 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 | | |