

VICTORIA CLARK

administrative assistant

CONTACT

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Linkedin.com/in/
username



EDUCATION

WRITE YOUR DEGREE /
MAJOR

University Name,

WRITE YOUR DEGREE /
MAJOR

University Name,

KEY SKILLS

Analytical thinking,



Strong communication



Accuracy and attention to



Organization and



Problem solving



Team leadership



AWARDS

AWARD TITLE / 2018

Company / Organization

RESUME OBJECTIVE

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.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

Redford & Sons / Boston, MA / 2016 - 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 exnsenses

SECRETARY

Bright Spot LTD / Boston, MA / 2012 - 2016

- 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 determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings

Dear Job Seeker,

If you're struggling to write your resume, **don't worry.** You're in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct.](#)

Or, here's some other content that might help you finish your resume.

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Oh, and by the way, **you're also going to need a cover letter.**

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)