

professional experience

Strong communication

* 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
* Manage travel and expense reports for department team members
* 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 suppled 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

SECRETARY  
*Bright Spot LTD / Boston, MA / 2012 - 2016*

45 Winfield Dr., Charleston, SC, 90764

Attention to detail

AMELIA ROBERTS

administrative assistant

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contact

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.

ADMINISTRATIVE ASSISTANT  
*Redford & Sons / Boston, MA / 2016 - Present*

key skills

Team leadership

Analytical thinking, planning

Organization and prioritization

Problem solving

education

WRITE YOUR DEGREE / MAJOR  
*University Name  
2007 - 2009*

WRITE YOUR DEGREE / MAJOR  
*University Name  
2005 - 2007*

awards

AWARD TITLE / 2018 / *Brand*

AWARD TITLE / 2017 / *Brand*