

45 Winfield Dr. Charleston. SC. 90764

PROFESSIONAL EXPERIENCE

* 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
* 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

WRITE YOUR DEGREE / MAJOR  
*University Name, Location*

**2005 - 2007**

WRITE YOUR DEGREE / MAJOR  
*University Name, Location*

**2007 - 2009**

CAROLINE WELZ

administrative assistant

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.

(123) 456-7895

CarolineW@gmail.com

Linkedin.com/username

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

SECRETARY

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

**2015 - Present**

**2009 - 2015**

EDUCATION

KEY SKILLS

Team leadership

Analytical thinking, planning

Strong communication

Tolerant and flexible

Organization and prioritization

Problem solving

AWARDS

AWARD TITLE / *Brand*

AWARD TITLE / *Brand*

**2018**

**2017**