

# FRANK YANG

## SENIOR SOFTWARE ENGINEER

### CONTACT

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Harrisburg, PA 17101

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### SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

### EDUCATION

#### DEGREE NAME / MAJOR

University, Location  
2007 - 2013

#### DEGREE NAME / MAJOR

University, Location  
2006 - 2011

#### CERTIFICATION #1

Location, Date

### AWARDS

#### AWARD RECEIVED

Organization  
2015

### 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.

### EXPERIENCE

#### ADMINISTRATIVE ASSISTANT

*Redford & Sons, Boston, MA / September 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 policy
- 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

#### SECRETARY

*Bright Spot LTD, Boston, MA / June 2013 – August 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 supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

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](#)