

ANGELA

WILKENSON

ADMINISTRATIVE ASSISTANT

 youremail@domain.com

 youremail@domain.com

 435 Street, LA, USA

 linkedin.com/yourprofile

## SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethics

Time Management

Critical Thinking

Handling Pressure

## EDUCATION

### DEGREE NAME/MAJOR

University - location

2009 - 2013

### DEGREE NAME/MAJOR

University - location

2009 - 2013

## CERTIFICATIONS

University - location

## RESUME OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

## EXPERIENCE

### ADMINISTRATIVE ASSISTANT

*Readford & Sons, Boston, MA / September 2016 - Present*

- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Arranging meetings, appointments, and executive travel
- Implement and monitor programs as directed by management, and see the programs through to completion
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly

### SECRETARY

*Readford & Sons, Boston, MA / September 2016 - Present*

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