



MARCELINE ANDERSON

ADMINISTRATIVE ASSISTANT

PERSONAL CONTACT
+123-456-7890
HELLO@REALLYGREATSITE.COM

PROFESSIONAL SUMMARY

Highly experienced and dedicated administrative assistant with seven-year experience handling small and large offices. Excellent time management skills to provide clerical support to other personnel and executives. I maintain consistently updated meeting or event schedules.

PROFESSIONAL STRENGTHS

- Excellent written and verbal communication
- Highly organized and attentive to detail
- Good time management
- Proficient in all MS Office applications and Internet
- Extremely adaptable

EDUCATIONAL BACKGROUND

2017 – Bachelor of Arts in Business,
University of Fauget

2015 – Associate Degree in Office
Administration, Salford Community College

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT
2018 – PRESENT

AROWWAI INDUSTRIES

- Supervise schedules for all executives.
- Collaborate with the HR department to facilitate prospective recruitment.
- Train new administrative assistant interns in office management procedures.
- Developed a new system for effective potential client follow-up.

OFFICE INTERN
2015-2017

WARNER & SPENCER

- Completed various administrative responsibilities
- Scheduled meetings and business trips
- Answered phone calls and emails from clients
- Joined in on-the-job training with other departments