

dummy name

Web Designer

Kolkata •

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OBJECTIVE

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling 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.

PROFESSIONAL EXPERIENCE

REDFORD & SONS – Chicago, IL

Administrative Assistant, September 2019 – 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

BRIGHT SPOT LTD. – Chicago, IL

Secretary, June 2017 – August 2019

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories while being careful to adhere to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment

SUNTRUST FINANCIAL – Chicago, IL

Secretary, June 2015 – August 2017

- Recorded, transcribed, and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived at meetings with clients on time

EDUCATION

RIVER BROOK UNIVERSITY – Chicago, IL

Bachelor of Arts in History, May 2015

Graduated magna cum laude

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in Spanish and English
- Web and tech savvy, require little to no training

