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| **David Pérez**  **Administrative Assistant** | | | | |  | **(212) 204-5342**  **david.perez@gmail.com**  **1938 W Augusta Blvd, Chicago, IL 60622**  **linkedin.com/in/david-perez** | | | |
| *Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.* | | | | | | | | | |
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|  | **PROFESSIONAL PROFILE** | | |  | | | | | |
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|  | **Administrative Assistant**  *Redford & Sons – Chicago, IL* | | | | | | | *September 2019 – Present* |  |
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| * 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 | | | | | | | | | |
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|  | **Secretary**  *Bright Spot Ltd. – Chicago, IL* | | | | | | *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 | | | | | | | | | |
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|  | **Secretary**  *Suntrust Financial – Chicago, IL* | | | | | | *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 | | | | | | | | | |
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|  | **EDUCATION** |  | | | | | | | |
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|  | **River Brook University – Chicago, IL**  *Bachelor of Arts in History, May 2015 | Graduated magna cum laude* | | | | | | *May 2015* | |  |
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|  | **ADDITIONAL SKILLS** | |  | | | | | | |
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| * Expert in Microsoft Office, with a focus on Excel * Bilingual in Spanish and English * Web and tech savvy, require little to no training | | | | | | | | | |
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