

Nathan Brooks - Administrative Assistant

Ottawa, ON | nathan.brooks@email.com | (613) 555-7890

Professional Summary

Organized Administrative Assistant with 4 years supporting senior officials in federal departments. Proficient in correspondence, scheduling, and document preparation under tight deadlines.

Core Competencies

- Calendar Management
- Records Handling
- MS Office
- ATIP Requests
- Procurement Support
- Reception and Front Desk

Professional Experience

Administrative Assistant at Health Canada (Mar 2021 - Present)

- Coordinate daily schedules and prepare meeting materials for managers.
- Manage internal documents and respond to administrative inquiries.

Clerical Support at Service Canada (Jan 2019 - Feb 2021)

- Handled front desk operations and appointment bookings.

Education

Diploma in Office Administration, Algonquin College, Ottawa, ON | 2018