

(212) 204-5342



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## EDUCATION

May 2015

**Bachelor Of Arts In History,**  
*Graduated Magna Cum Laude*  
**RIVER BROOK UNIVERSITY**

## KEY SKILLS

Microsoft Office



Spanish and English



Web and tech savvy



Typing speed of 70 WPM



Problem solving



Team leadership



## AWARDS

2018

AWARD TITLE / Brand

# DAVID PÉREZ

Administrative Assistant

## CAREER OBJECTIVE

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.

## PROFESSIONAL EXPERIENCE

September 2019 – Present

**Administrative Assistant**

*REDFORD & SONS – Chicago, IL*

- 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

June 2017 – August 2019

**Secretary**

*BRIGHT SPOT LTD. – Chicago, IL*

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

June 2015 – August 2017

**Secretary**

*SUNTRUST FINANCIAL – Chicago, IL*

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages

## Dear Job Seeker,

Our “Everest” resume template is eye-catching and impressive. It boasts a black and white background with colorful matching text for your name, skills and contact details. This way, the hiring manager will be sure to remember who you are and what you’re capable of.

We’d recommend our “Everest” resume template for anyone who wants their resume to really stand out from the other job applicants.

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](#). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)

Best regards,

*The Resume Genius Team*

**IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows”