

DAVID PÉREZ

Administrative Assistant

contact

(212) 204-5342



david.perez@gmail.com



1938 W Augusta Blvd,
Chicago, IL 60622



linkedin.com/in/davidperez



education

(May 2015)

Bachelor Of Arts in History,
Graduated magna cum laude
RIVER BROOK UNIVERSITY
– Chicago, IL

key skills

Microsoft Office



Spanish and English



Web and tech savvy



Typing speed of 70 WPM



Problem solving



Team leadership



awards

(May 2018)

AWARD TITLE / Brand

profile

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
- 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 – Boston, MA

- Type 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 supplied inventories, and always carefully adhered 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
- Arranged appointments and ensured executives arrived to meetings with clients on time

Dear Job Seeker,

Our “Cosmopolitan” resume template is stylish and colorful enough to help your resume stand out, yet simple and professional enough to show the hiring manager that you’re serious about the role.

With its large text to highlight your name and professional title, the Cosmopolitan is a perfect resume template to use when submitting a job application in a wide variety of industries — everything from [art](#) to [retail and sales](#) positions.

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”