1. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
2. Worked closely with [Job title] to reorganize [Type] supplies and increase productivity.
3. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
4. Completed clerical tasks such as filing, copying and distributing mail.
5. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
6. Sat in on [Timeframe] meetings with executives and sales leaders.
7. Organized company files and created support system to decrease workload and increase productivity of account managers.
8. Restocked office supplies and retrieved files for staff.
9. Answered incoming telephone calls, took down messages and provided information.
10. Sorted and organized materials such as physical files, tracking spreadsheets and reports.
11. Contributed to content creation for company website.
12. Managed caseload of [Number] clients per [Timeframe], including individual, couples and family therapy sessions.
13. Worked as summer intern at different hospitals in [Location] over [Number]-year period.
14. Developed social media strategy templates for Twitter, Instagram and Facebook.
15. Worked closely with advertising departments to verify on-air promotional reads per day and confirm contractual obligations of company partnerships.
16. Achieved [Result] by designing and implementing [Type] project during internship.
17. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.
18. Upheld office schedule and calendar to coordinate workflow and meetings.
19. Advanced [Type] research by compiling data, updating [Software] spreadsheets and producing timely reports.
20. Conducted data analysis on [Product or Service] to assist with promotional campaigns.