1. Completed clerical tasks such as filing, copying and distributing mail.
2. Restocked office supplies and retrieved files for staff.
3. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
4. Worked closely with [Job title] to reorganize [Type] supplies and increase productivity.
5. Organized company files and created support system to decrease workload and increase productivity of account managers.
6. Represented company at [Industry] trade shows and had direct interaction with consumers.
7. Sorted and organized materials such as physical files, tracking spreadsheets and reports.
8. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
9. Developed correspondence letters, memos and emails.
10. Answered incoming telephone calls, took down messages and provided information.
11. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
12. Generated on-air promotional scripts to promote client marketing and advertising initiatives.
13. Maximized productivity by analyzing protocols and identifying areas for improvement.
14. Maintained functional office equipment with excellent troubleshooting and maintenance abilities.
15. Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support [Type] department.
16. Achieved [Result] by designing and implementing [Type] project during internship.
17. Upheld strict security procedures to maintain data confidentiality.
18. Conducted daily updates to social media profiles to boost company online presence.
19. Collaborated in professional team to solve [Type] issues, leading to [Result].
20. Developed social media strategy templates for Twitter, Instagram and Facebook.