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| **DAVID PÉREZ/**ADMINISTRATIVE ASSISTANT | |
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| |  |  | | --- | --- | |  | | | **EDUCATION** | | |  | | | Bachelor Of Arts in History | | | River Brook University, Chicago, IL | | | Graduated Magna Cum Laude | | | May 2015 | | |  | | | **KEY SKILLS** | | |  | | | Microsoft Office | | |  | | |  | | | MailChimp | | |  | | |  | | | HubSpot | | |  | | | ­ | | | Google Workspace | | |  | | |  | | | **ADDITIONAL SKILLS** | | |  | | | Spanish  Typing speed of 70 WPM  Problem solving  Team leadership | | |  | | |  | **(212) 204-5342** | |  | **Chicago, IL 60622** | |  | **davidperez@gmail.com** | |  | **linkedin.com/in/davidperez** | | |  |  |  |  | | --- | --- | --- | --- | |  | | | | | **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** | | | | |  | | | | | **Administrative Assistant**  September 2019 – Present | | 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 | | | | |  | | | | | **Secretary**  June 2017 – August 2019 | 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 | | | | |  | | | | | **Secretary**  June 2015 – August 2017 | | | 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 **”Current”** resume template is (as of today) our most up-to-date resume design. The template applies all of the trendiest elements of modern resumes like section icons, skills bars, and a visual header and combines them into a professional yet attractive package.  The brighter colors and visually appealing elements make it more suitable for less formal industries, yet the black and blue variations would be acceptable for more buttoned-up job applications if you really liked this template style and wanted to use it for your own resume.  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](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)    Once you have a great resume, pair it with a convincing cover letter using our matching cover letter templates. 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](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | |