**john smith**

123 Your Address

City, State, Zip Code

(xxx)-xxx-xxxx

[your@email.com](mailto:your@email.com)

Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing 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.

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| **Professional Experience** | **Redford & Sons**, Boston, MA  *Administrative Assistant, September 2011 – Present*   * 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   **Bright Spot LTD**, Boston, Ma  *Secretary, June 2008 – August 2011*   * 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 determined to whom and when they could speak with specific individuals * Recorded, transcribed and distributed minutes of meetings |
| **Education** | **Richer Brook uNiversity**, Chicago, IL   * Graduated Cum Laude |
| **Additional Skills** | * Expert in Microsoft Office, with a focus on Excel * Bilingual in Spanish and English * Web and tech savvy, require little to no training |