**JOHN SMITH**

123 Your Address

 City, State, Zip Code

(xxx)-xxx-xxxx

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.*

**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**

**RIVER BROOK UNIVERSITY** **Chicago, IL**

*Bachelor of Arts in History, May 2008*

* 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