**Joey Watts**

ADMINISTRATIVE ASSISTANT

City, State, Zip Code

000-000-0000

email@email.com

**PROFESSIONAL SUMMARY**

Efficient, accuracy-driven Administrative Assistant successful at delivering key clerical support to internal teams, customers, vendors and other stakeholders. Demonstrated success in analytical problem solving and boosting operational efficiency. Bringing 8 years of superior performance in related roles.

**WORK HISTORY**

**Administrative Assistant / Company Name, City, State / 11.2016 – Current**

* Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes for over a company with over 500 staff members.
* Interacted with over 12 vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
* Composed internal memos and external correspondence for three senior management professionals and reviewed all documentation to eliminate errors.

**Administrative Assistant / Company Name, City, State / 04.2013 – 10.2016**

* Organized weekly staff meetings and logged minutes for corporate records.
* Coordinated domestic and international travel arrangements, including booking airfare, hotel and ground transportation for an office with 50 staff members.
* Coordinated bookkeeping activities in QuickBooks and Lawson, including invoicing and accounts payable.

**Receptionist / Company Name, City, State / 07.2012 – 03.2013**

* Provided clerical support to 25 company employees by copying, faxing and filing documents.
* Sorted and distributed mail correspondence between departments and personnel, including parcel packaging, preparation and efficient shipping.
* Oversaw monthly inventory activities, including materials monitoring, ordering or requisition and supply stocking or re-stocking.

**SKILLS**

* Writing reports
* Meeting minutes
* Meeting arrangements
* Travel coordination
* Accounting familiarity
* Documentation and control
* Spreadsheet management
* MS Suite

**EDUCATION**

Bachelor of Arts: Business Administration, City, State