**YOUR NAME HERE**

Phone No. Here  
example@email.com

**SUMMARY**

Dedicated Administrative Assistant with 3 years of experience providing administrative support to senior executives, accompanied by a proven track record of maintaining efficient office operations.

**EDUCATION**

INSTITUTIUN NAME

Aug '10 - Dec '14

Bachelor of Science in Business Administration, Mass Communication

**EXPERIENCE**

RIVER TECH, Administrative Assistant

Jul '19 - Current

* Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects.
* Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements.
* Compose and proofread memos, letters, reports, and presentations, providing accurate, concise, and error-free communication.
* Plan, coordinate, and finalize details for travel arrangements and business development events.
* Spearhead training and development program for new employees
* Serve as primary point of contact for an average of 30 incoming phone calls per day, addressing inquiries and resolving concerns.

CLOUD CLEARWATER, Administrative Assistant

Aug '15 - Jul '19

* Greeted and proactively assisted visitors in a timely manner.
* Guaranteed prompt delivery of incoming mail to appropriate recipients
* Streamlined processes to effectively track, order, and maintain inventory.

CLOUD CLEARWATER, Administrative Assistant

Jan '13 - Aug '15

* Developed positive relations with external vendors and clients.
* Executed processing of vendor contracts and implemented a standardized process, reducing contract discrepancies by 90%
* Instituted revised filing system, expediting the coordination of service calls and site assessments.

TRADE LOT, Administrative Assistant

May '11 - Jan '13

* Accurately verified and processed 50+ new client applications weekly
* Incorporated a new policy to contact and welcome new applicants, increasing satisfaction 60%
* Maintained strict confidentiality of all applicant information.

**SKILLS**

* 70+ WPM
* Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
* Bilingual in English and Spanish
* River Tech Employee of the Year, 2016