**YOUR NAME HERE**

Phone no. HERE  
example@email.com

**SUMMARY**

Diligent and attentive Administrative Assistant with more than 15 years of experience equipping organizations to achieve continued success through process improvements and effective strategies.

**EDUCATION**

CORAL SPRINGS UNIVERSITY

Aug '98 - Aug '02

Bachelor of Arts in Marketing

**EXPERIENCE**

RETAIL OCEAN, Administrative Assistant

Jul '19 - Current

* Provide continued administrative support for the Director of Program Development and 3 senior level executives.
* Strategically manage complex calendars, organizing meetings, appointments, and travel arrangements, and proactively identifying and adjusting conflicting events
* Prepare quarterly budget reports, consistently submitting prior to specified deadline.
* Instituted improved new employee training procedures, reducing onboarding process from 4 weeks to 2 weeks.

CLOUD CLEARWATER, Administrative Assistant

Aug '15 - Jul '19

* 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.
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TRADE LOT, Administrative Assistant

Jan '13 - Aug '15

* 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**

* Microsoft Office, including Excel, Access, and PowerPoint, Intuit QuickBooks, Google Docs