Administrative Assistant Resume Template

**<YOUR NAME>  
<CITY NAME>, OR <POSTAL CODE>  
<PHONE NO. HERE>  
<EMAIL HERE> | <LINKEDIN ID>**

**Administrative Assistant**

Provide top-notch support to VPs, directors, and managers.

* Administrative: Adeptly handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents, and organizing offices for efficiency.
* Communications: Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
* Computers: Expert user of Microsoft Office; quickly learn and master new technology.

**COMPUTER SKILLS**

* Microsoft Programs: Word, Excel, PowerPoint, Access, Outlook, SharePoint, Azure
* Accounting & CRM: QuickBooks, Sage 50 Pro Accounting, Oracle PeopleSoft CRM
* Operating Systems: Unix, Linux, Windows, Mac OS X, iOS, Android

**EXPERIENCE**

ABC COMPANY — **<CITY NAME>,** OR  
Administrative Assistant, 20XX to Present  
Provide administrative support to the investment banking group VP and five of her department directors. Answer telephones and promptly and courteously assist clients and employees throughout the organization. Maintain calendars, coordinating extensive appointments, meetings, and domestic/international travel.

* Office Management: Overhauled recordkeeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.
* Travel Logistics Management: Coordinate a busy travel calendar that includes six international symposiums annually, ensuring all events are successfully executed.
* Customer Relationship Management: Tapped into the power of PeopleSoft CRM Analytics to track the effectiveness of leads, marketing initiatives and revenues. Generated reports that assisted upper management with decision making and were distributed to 200+ employees departmentwide.

**TEMPORARY** **AGENCY** **ASSIGNMENTS**

**<CITY NAME>,** OR  
Administrative Assistant, 20XX to 20XX  
Assigned by DEF Temporary Agency and GHI Temporary Agency to serve in administrative support roles for clients in investor relations, high tech, healthcare, and real estate sectors.

* Hit the Ground Running: Learned organizational processes, policies, and procedures with minimal ramp-up time. Successfully completed administrative assignments for ABC Co., JKL Co., MNO Co. and PQR Co.
* Service Focus: Adapted to diverse work styles and consistently provided friendly, personable service.
* Excellent Performance: Offered full-time position at the conclusion of temporary assignment at ABC Co.

**EDUCATION**

ABC TRAINING ACADEMY — **<CITY NAME>**, OR  
Certificate in Office Management, 20XX  
Completed 45-credit certificate program. Focused on business data processing, software applications, basic accounting, business communications and business law.