

ADMINISTRATIVE ASSISTANT RESUME SAMPLE

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Microsoft Office

Fluent English

Fluent Spanish

Web / Tech Savvy

**ADMINISTRATIVE ASSISTANT**

*Redford & Sons, Boston, MA / September 2016 – August 2018*

* Scheduled and coordinated meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintained utmost discretion when dealing with sensitive topics
* Managed travel and expense reports for department team members

**SECRETARY**

*Bright Spot LTD, Boston, MA / June 2013 – August 2016*

* 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, always 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

**B.A. HISTORY**

River Brook University Chicago, IL / 2013

Adaptability

Collaboration

Strong Work Ethic

Problem Solving

**Email:**

[youremail@gmail.com](mailto:youremail@gmail.com)

**Phone:**

895 555 555

**Address:**

4397 Aaron Smith DriveHarrisburg, PA 17101

**LinkedIn:**

linkedin.com/in/yourprofile

CONTACT

SOFT SKILLS

HARD SKILLS

EDUCATION

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CAREER OBJECTIVE

Administrative Assistant with 5+ years of experience preparing flawless presentations, assembling 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.

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EXPERIENCE

**CERTIFIED ADMINISTRATIVE PROFESSIONAL**

2016