

RESUME OBJECTIVE

PROFESSIONAL EXPERIENCE

administrative assistant

AWARD TITLE / 2018

*Company / Organization*

Company

Organization and prioritization

Accuracy and attention to details

Strong communication

Analytical thinking, planning

 WRITE YOUR DEGREE / MAJOR
*University Name, Location
2007 - 2009*

Problem solving

Team leadership

* Type 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 suppled inventories, and always carefully adhered to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed, and distributed minutes of meetings

SECRETARY

*Bright Spot LTD / Boston, MA / 2012 - 2016*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members
*

Linkedin.com/in/username

VICTORIA CLARK

(123) 456-7895

VictoriaClark@gmail.com

45 Winfield Dr., Charleston, SC, 90764

CONTACT

EDUCATION

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

ADMINISTRATIVE ASSISTANT
*Redford & Sons / Boston, MA / 2016 - Present*

 WRITE YOUR DEGREE / MAJOR
*University Name, Location
2005 - 2007*

KEY SKILLS

AWARDS

Dear Job Seeker,

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)