

DAVID PÉREZ

ADMINISTRATIVE ASSISTANT

PROFESSIONAL EXPERIENCE

Administrative Assistant

Sep 20XX – Present | Redford & Sons, Chicago, IL

- 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 topic

Secretary

June 20XX – August 20XX | Bright Spot Ltd. Boston, MA

- 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 supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment

Secretary

June 20XX – August 20XX | Suntrust Financial. Chicago, IL

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived to meetings with clients on time

EDUCATION

Bachelor of Arts in History GPA 3.5

Graduated magna cum laude

Resume Genius University Chicago, IL

May 20XX

CONTACT

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New York, NY 10011

SUMMARY

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.

KEY SKILLS

- Microsoft Office
- MailChimp
- HubSpot
- Google Workspace
- Problem Solving

ADDITIONAL SKILLS

- Spanish (Intermediate)
- Typing speed of 70 WPM
- Problem solving
- Team leadership