

# DAVID PÉREZ

## ADMINISTRATIVE ASSISTANT

### Contact

(123) 456-7890 

david.perez@mail.com 

47 W 13th St, New York,   
NY 10011

### Summary

Administrative Assistant with 6+ 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.

### Skills

Microsoft Office



English



Spanish



Web and tech savvy



Typing speed of 70 WPM



Google Workspace



### Professional Experience

#### ADMINISTRATIVE ASSISTANT

Jan 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
- Maintain utmost discretion when dealing with sensitive topic

#### SECRETARY

Jan 20XX - Jan 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

### Education

**BACHELOR OF ARTS IN HISTORY** Graduated magna cum laude

May 20XX | RESUME GENIUS UNIVERSITY — Chicago, IL