|  |  |
| --- | --- |
| **DAVID PÉREZ**  **Administrative Assistant** | |
| **PROFILE**  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.  **PROFESSIONAL EXPERIENCE**  Redford & Sons, Chicago, IL  **Administrative Assistant**  *September 20XX – Present*   * Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers * Trained 2 administrative assistants during a period of company expansion to ensure adherence to company policies * 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   Bright Spot Ltd, Boston, MA  **Secretary**  *June 20XX – August 20XX*   * Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management * Opened, sorted, and distributed incoming messages and correspondence in a timely manner * Purchased and maintained office supply inventories, and always carefully adhered to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment   Redford & Sons, Chicago, IL  **Secretary**  *Dec 20XX – May 20XX*   * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages and resolving caller issues * Arranged appointments and ensured executives arrived to meetings with clients on time | (212) 204-5342  Chicago, IL 60622  davidperez@gmail.com  linkedin.com/in/davidperez  **EDUCATION**  **Bachelor of Arts in History**  River Brook University, Chicago, IL  May 20XX  Graduated Magna Cum Laude  **KEY SKILLS**  Microsoft Office  HubSpot  MailChimp  Google Workspace  QuickBooks  Microsoft Teams  **ADDITIONAL SKILLS**   * Spanish (Native) * Typing speed of 70 WPM * Bookkeeping * Calendar Management * Meeting Coordination |
|  | |

****

**Dear Job Seeker,**

|  |  |
| --- | --- |
| Ready to land your next job offer?  In addition to this Word template, we provide a whole host of expert resume and cover letter writing resources and tools that'll help you boost your job search and increase your chances of securing work. | |
| [Resume Builder](https://resumegenius.me/4dTDx1F) →  [How to Write a Resume](https://resumegenius.me/4e1kjrc) → | [Cover Letter Generator](https://resumegenius.me/3yxEdtx) →  [How to Write a Cover Letter](https://resumegenius.me/4dT9p6A) → |

|  |  |
| --- | --- |
| Are you in a rush?  Speed up the application process by using a pre-formatted template: | |
| [Resume Templates](https://resumegenius.me/3yveoKG) →  [Cover Letter Templates](https://resumegenius.me/4dNfL7F) → | [CV Templates](https://resumegenius.me/4dNArwh) → |

|  |
| --- |
| Lastly, explore our job-specific resume and cover letter examples to ensure your finished application gives you the best chance of getting more interviews. |
| [Resume Samples by Industry & Experience Level](https://resumegenius.me/3yvj3fC) →  [Cover Letter Examples by Industry & Experience Level](https://resumegenius.me/4dT8QJW) → |

Good luck on the job hunt.

Shape

Description automatically generated with medium confidenceBest regards,

|  |  |
| --- | --- |
| **Fonts**  This template uses free fonts that are compatible with PC and Mac. You MUST download and install these fonts on your computer, before opening the file, in order for it to work properly. | |
| [Lexend](https://resumegenius.me/4dTDx1F) ↗︎ | [Inter](https://resumegenius.me/3yxEdtx) ↗︎ |
| Font Installation  After downloading the fonts, simply open the zip folders and install each font file on your system. | |
| **A black and orange square with black lines  AI-generated content may be incorrect.** Windows Users  Right click the font file, select "Install". We recommend fully restarting your computer after the font installation. | **An apple logo with a bite taken out of it  AI-generated content may be incorrect.** Mac Users  Double click the font files, click "Install", and then restart MS Word. |