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| **DAVID PÉREZ** | | **ADMINISTRATIVE ASSISTANT** |
| Chicago, IL 60622 • (212) 204-5342 • david.perez@gmail.com • linkedin.com/in/david.perez | | |
| **OBJECTIVE**  **PROFESSIONAL EXPERIENCE**  **EDUCATION**  **KEY SKILLS** | 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.  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 policy * 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   Secretary  Jun 20XX – Aug 20XX  Bright Spot LTD. - Chicago, IL   * 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 while being careful to adhere to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment   Secretary  Dec 20XX – May 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   Bachelor of Arts in History  May 20XX  River Brook University - Chicago, IL  Graduated magna cum laude   * Expert in Microsoft Office, with a focus on Excel * Bilingual in Spanish and English * Web and tech savvy, require little to no training * Typing speed of 70 WPM | |