|  |  |
| --- | --- |
| **DAVID PÉREZ**  **ADMINISTRATIVE ASSISTANT** | |
|  | |
| — **CONTACT**    (212) 204-5342  Chicago, Il. 60622  david.perez@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  Quickbooks  Google Workspace  — **ADDITIONAL SKILLS**  Typing speed of 70 WPM  Bookkeeping  Meeting Coordination  Spanish and English  Web and tech savvy | 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**  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 * 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   Secretary  Jun 20XX – Aug 20XX  BRIGHT SPOT LTD | Boston, MA   * 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, and always carefully adhered to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment * Recorded, transcribed, and distributed minutes of meetings   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 on time |