

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

I am currently pursuing the Administrative Assistant position as a fresh graduate. I look forward to applying my experience and skills to fulfilling the role's requirements.

I am seeking a position with responsibilities ranging from filling out, scanning, and copying paperwork to acting as the office communicator.

Experience

Office Executive Assistant - Staffingly / Location
MONTH YEAR - Present

- Answered and received multiple calls. Corresponded and sorted phone calls to superiors. Directed outgoing and incoming communication with office management.
- Managed critical reports for department timesheets for leadership. I transcribed memos, letters, and other correspondence by carefully editing and drafting relevant documents.
- Performed regular calendar maintenance and resolved scheduling issues by coordinating with other executive assistants.
- Followed other office management functions, such as department invoicing, payroll time submission, and ordering and maintaining office supplies and equipment.
- Communicated with office management regarding project status and information requests from employees.

Summer Assistant - Temple University Hospital / Location
MONTH YEAR – MONTH YEAR

- Provided clerical assistance and data entry services to office management.
- Connected clients with the relevant stakeholders to assist them with requests and information.
- Supported visitors and guided them through the hospital.
- Collaborated with nurses and other medical professionals regarding patient requests and appointments.
- Filed the necessary paperwork relating to patient check-ins and check-outs. I managed client surveys and feedback to better the hospital's services.

Project Experience

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Education

Bachelor of Science in Business Management - Thomas Jefferson University
MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL
May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Organization
- Time Management
- Microsoft Suite
- Slack
- Quickbooks

Licenses & Accreditations

Licenses Licenses & Accreditations

- Office Assistant Advanced Certificate from Delta College