

NAME

TITLE

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

Profile

Administrative Assistant with over three years of experience in the industry. I bring knowledge of relevant software, calendar organization, and communication skills.

My experiences in the field extend from contrasting markets, mainly education and transportation.

In turn, I'm adaptable to organization specialties. I accumulated an in-depth knowledge of relevant software tools, such as Google Workspace and Trello.

Experience

Administrative Assistant - Los Angeles Community College District

MONTH YEAR - Present

- Assisted in filing and processing essential student documents before, during, and after the semester.
- Facilitated the entrance of exchange students by guiding them through the necessary paperwork requirements.
- Received and answered several phone calls regarding inquiries and requests. I corresponded messages to leadership and heads of departments.
- Organized the district's calendar and scheduled events and appointments requested by the management.
- Ordered and recorded the intake of supplies and equipment demanded by heads of departments and student requests.

Administrative Intern - LA Metro/ Location

MONTH YEAR – MONTH YEAR

- Was responsible for collecting and compiling data to prepare narrative and statistical reports for management use.
- Assisted in graph, poster, and program preparation. I supported the corporation through analytical work.
- Organized managerial calendars and correspondence. I oversaw incoming and outgoing phone calls and communicated voicemails to relevant employees.
- Proposed new ideas to achieve facilitated workflow for administrative assistants.
- Collaborated with employees during meetings and recorded their minutes to distribute for later reference.

Project Experience

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Education

Bachelor of Science in Business Administration - Cal State

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- MS Office Suite
- Communication
- Adaptability
- Google Calendar
- Quickbooks

Licenses & Accreditations

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- Administrative Support Certificate from Lone Star College