

# NAME

TITLE

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

## Profile

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## Experience

### Administrative Assistant - Company / Location

MONTH YEAR - Present

- **Job Description:** Performed administrative duties for the COO, including but not limited to answering calls, taking messages, scheduling meetings, and taking notes for them to review later
- **Results:** Implemented an efficient system of delegating tasks promptly
- **Additional Competencies:** Coordinated with other administrative office assistants to ensure everyone was up to speed on what they needed to know and the current schedules
- **Other:** Assisted the COO in new initiatives by encouraging other staff to follow their ideas

### Office Assistant Manager - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Oversaw all the office assistants working in the company to ensure all scheduling was complete, phones were answered, and documents were filed where they needed to be
- **Results:** Improved customer and employee satisfaction by implementing practices to reduce workplace stress
- **Additional Competencies:** Trained everyone working under me to make sure they followed best practices at all times
- **Other:** Received an award for excellent management and organizational skills from the CEO

### Project Experience

- **Organizing Charity Events:** Planned several community charity events by spreading the word, organizing vendors, and encouraging people to donate.
- **Typing Training:** Helped other office assistants improve their typing skills to boost their words per minute (WPM) rating.
- **Host Monthly Review Meetings:** Hosted review meetings for the other office assistants and higher-ups to see what strategies and practices are working and what needs improvement.

## Education

### Administrative Assistant Certificate - University of North Georgia

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Bachelor in Operations Management - University of North Carolina

May 2009

- GPA:3.4

## Skills

### Expertise

- Microsoft Office
- Interpersonal skills
- Excellent written and verbal communication
- 100+ WPM
- Leadership skills

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Microsoft Office
- Fundamental Payroll Certification (FPC)
- Certified Administrative Professional (CAP)