

NAME

TITLE

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

Profile

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Experience

Receptionist - Company / Location

2021 to present

- Organized and categorized letters, emails, packages, and memos to increase workflow efficiency.
- Planned weekly meetings for the entire staff.
- Wrote reports to document and visualize customer buying habits.
- Completed calls to potential clients and scheduled appointments for future meetings.
- Reviewed over 100 correspondence letters per week, reducing errors by 58%.

Executive Secretary Intern - Company / Location

2020 to 2021

- Transcribed memos, video conferences, and reports for the director of the company.
- Established a new filing system using organizational software to improve efficiency.
- Initiated procedures to reduce backlogs and undue paperwork.
- Managed the domestic travel plans for 12 executive directors.
- Modified the company's time management system to improve productivity.
- Improved customer relations by promptly answering any questions or concerns.

Project Experience

- **Job Performance of Assistants:** designed a tool that reduced manual data entry by 40%.
- **Internet and Assistants:** established a connection between the internet and assistant effectiveness.

Education

Associate of Arts Psychology- Brookdale Community College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Advanced data entry
- Event planning
- Billing
- MS Office Suite
- Presentations

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Professional Secretary
- CPR (ARC)