

NAME

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

Profile

Proin gravida nibh vel velit auctor aliquet. Proin gravida nibh vel velit auctor aliquet. Aenean sollicitudin, lorem quis bibendum auctor, nisi elit consequat ipsum, nec sagittis sem nibh id elit. Duis sed odio sit amet nibh ipsum.

Experience

Executive Assistant - Company / Location

MONTH YEAR - Present

- **Job Description:** Assisted the higher-level employees with scheduling and meeting notes and helped them with other organizational tasks like filing, travel arrangements, and research
- **Results:** Improved flow in the workplace by delegating tasks to necessary parties and ensuring the executives had all their meetings and tasks in order
- **Additional Competencies:** Excelled in helping customers with making appointments and answering questions, providing a positive experience within the office
- **Other:** Helped train lower-level office assistants on the scheduling system, proper phone etiquette, and how to prioritize administrative tasks

Administrative Manager- Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Handled executive-level administration duties in addition to overseeing entry-level and mid-level office assistants
- **Results:** Helped improve efficiency within the office and client satisfaction with great customer service and efficient operations
- **Additional Competencies:** Continuous training of office assistants on new software and organization
- **Other:** Earned several awards from the company for excellent performance and attitude

Project Experience

- **Community Organizer:** I helped organize volunteer groups throughout the office and compared sign-ups to the schedule to ensure everything was in order.
- **Office Training:** Handled all training of new office assistants in company policy and expectations.
- **Automated Emails:** Helped automate reminder emails for events, appointments, and more to ensure everything ran as smoothly as possible.

Education

Bachelor in Business Administration - University of North Carolina

MONTH YEAR

- GPA: 3.7

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Consistent
- Dedicated
- Determined
- Able to work under pressure
- Team leader
- Strong technical skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Administrative Assistant Certification
- Certified Administrative Professional