

NAME

TITLE

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

Profile

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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