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| **JOHN SMITH** | | | |
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| **Administrative Assistant** | | | |
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| |  |  |  | | --- | --- | --- | | **CONTACT** | |  | |  | |  | |  | | (212) 204-5342 |  | | david.perez@gmail.com |  | | 1938 W Augusta Blvd, Chicago, IL 60622 |  | | linkedin.com/in/davidperez |  | |  | | | **EDUCATION** | |  | |  | |  | |  | | **May 2015**  **Bachelor Of Arts In History**,  Graduated Magna Cum Laude *River Brook University – Chicago, Il* | | |  | | | **KEY SKILLS** | |  | |  | |  | |  | | Microsoft Office | | | Spanish and English | | | Web and tech savvy | | | Typing speed of 70 WPM | | | Problem solving | | | Team leadership | | |  |  | |  |  | | --- | --- | |  | **PROFILE** | |  | |  |  | | Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager. | |  | |  | **PROFESSIONAL EXPERIENCE** | |  | |  |  | | **September 2019 – Present**  **Administrative Assistant**  *REDFORD & SONS – Chicago, IL*   * Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers * Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company * Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses * Maintain utmost discretion when dealing with sensitive topics * Manage travel and expense reports for department team members | | **June 2017 – August 2019**  **Secretary**  *Bright Spot LTD / Boston, MA*   * Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management * Opened, sorted, and distributed incoming messages and correspondence * Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment * Recorded, transcribed, and distributed minutes of meetings | | **June 2015 – August 2017**  **Secretary**  *SUNTRUST FINANCIAL – Chicago, IL*   * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages * Arranged appointments and ensured executives arrived to meetings with clients on time | |