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| **JOHN SMITH** |
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| **Administrative Assistant** |
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| **CONTACT** |  |
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| (212) 204-5342 |  |
| david.perez@gmail.com |  |
| 1938 W Augusta Blvd, Chicago, IL 60622 |  |
| linkedin.com/in/davidperez |  |
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| **EDUCATION** |  |
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| **May 2015****Bachelor Of Arts In History**,Graduated Magna Cum Laude*River Brook University – Chicago, Il* |
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| **KEY SKILLS** |  |
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| Microsoft Office |
| Spanish and English |
| Web and tech savvy |
| Typing speed of 70 WPM |
| Problem solving |
| Team leadership |

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|  | **PROFILE** |
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| 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. |
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|  | **PROFESSIONAL EXPERIENCE** |
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| **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
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| **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
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| **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
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