

## ADMINISTRATIVE ASSISTANT – EXAMPLE 1

( NAME )

(Street Address)

(City, State Zip Code)

(Main Contact Number)

(Alternate Contact Number)

### EDUCATION

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**Brooks College, Long Beach, California**

**June 1989**

Graduated with an AA Degree in Fashion Merchandising.

### EMPLOYMENT

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**Freelance Administrator**

**October 2002–September 2007**

Provide internet research for marketing purposes as well as contract and proposal preparation.

**(Company Name), McLean, Virginia**

**September 2001–October 2002**

*Administrative Assistant.* Provide administrative support for the Senior Vice President of Communication and Information Systems and the Division Manager of Strategic and Intelligence Programs to include the following: word process contracts/proposals; process expense reports; prepare monthly reports for contractors; arrange travel through in-house travel agency; and cover switchboard as needed.

**(Company Name), Falls Church, Virginia**

**October 1996 – June 2001**

*Administrative Sales Assistant.* Provided administrative support for the Vice President of Sales and a team of 12 salespeople to include the following: word processed estimates, proposals and presentation materials; put together marketing mailings; assisted with marketing perks, such as planning luncheons for customers, putting gifts together, planning meetings, etc.; and ran computer reports and distributed to Sales Representatives.

**(Company Name), Fairfax, Virginia**

**February 1994 - October 1996**

*Secretary - Land Development Department.* Word processed proposals/contracts and other miscellaneous documents. Prepared monthly spreadsheet reports. Utilized the accounting system for weekly time entry for the department as well as obtaining miscellaneous reports. Responsible for collecting overdue accounts from clients. Maintained filing and invoice systems.

*Temporary Secretary - Survey Department.* Word processed proposals/contracts. Prepared monthly spreadsheet reports. Responsible for taking survey orders called in by phone, assigning them task numbers through the accounting system, and then entering them into a database. Also utilized the accounting system for weekly time entry for the department as well as obtaining miscellaneous reports. Met a weekly deadline for writing up all new work orders. Mailed out completed survey orders on a daily basis.

**(Company Name), Irvine, California**

**December 1992 - January 1994**

*Executive Secretary.* Word processed various documents on an IBM compatible PC using WordPerfect 5.1. Prepared a variety of spreadsheets and graphs using Quattro Pro 4.0. Communicated with the company's insurance carrier for coverage for all branch offices. Prepared a daily rate sheet and sent out to brokers via a fax service. Prepared monthly financial books for distribution. Coordinated travel arrangements for business trips. Kept files updated.

### SKILLS

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- 10 key
- Electric Typewriter - 80 wpm
- IBM PC:
  - Word Processing - WordPerfect 9 & Word 2000
  - Spreadsheets - Lotus 1-2-3; Quattro Pro 9 & Excel 2000
  - Presentations – PowerPoint 2000
  - Data Base - IBM-PFS
  - Accounting - Procomm Plus
  - E-mail – ccMail; Outlook & Lotus Notes
- Familiar with programming in both BASIC & COBOL