

ADMINISTRATIVE ASSISTANT –EXAMPLE 2

(Name)

(Street Address, City, State Zip Code) · (Main Contact Number) · (Email Address)

EDUCATION

DuVal Senior High School, High School Diploma, Lanham, MD

EXPERIENCE

12/2004-Present

Administrative Assistant

(Company Name), Silver Spring, MD

General responsibilities/duties include: providing administrative and program support, creating and maintaining filing systems, generating weekly/monthly activity reports, data entry, reconciling accounts and invoices, coordinating staff calendars, scheduling staff meetings, completing minutes for meetings/trainings/conference calls, registering participants for trainings, arranging travel for staff and consultants, meeting logistics, assisting with trainings on-site, managing supply inventory for office and training materials, and serving as back-up to other Administrative/Executive Assistants.

08/2003 – 06/2004

Guest Service Representative

(Company Name), Philadelphia, PA

Front desk agent, answering multi-line phones, scheduling reservations, checking in/out guests, handling money/hotel deposits, providing guest assistance, and managing office files.

04/2002 - 06/2003

Office Manager

(Company Name), Baltimore, MD

Managed and coordinated schedules for two business partners with offices located in Baltimore and Washington, DC. Answering multi-line phones, scheduling tech appointments, making travel arrangements/itineraries, providing customer assistance, opening/closing offices, managing and organizing office files, data entry, billing, maintaining and ordering office and tech supplies, shipping/receiving packages, supervising technicians on jobs, and any other duties assigned by partners of company.

07/2000 - 04/2002

Receptionist

(Company Name), Columbia, MD

Answering multi-line phones, scheduling appointments for up to 15 stylists in large salon using a customized software program, providing customer assistance, stocking/inventory, preparing money for registers/bank deposits, opening/closing salon, and any other duties assigned by manager.

08/1998 - 08/1999

Administrative Assistant

(Company Name), Landover, MD

Answering multi-line phones, scheduling appointments, providing customer assistance, managing office files, maintaining office supplies, accounts receivable/payable, training new employees, opening/closing office, and any other duties assigned by manager.

SKILLS

- 55wpm
- MS Word/Advanced Excel/PowerPoint/Access
- Outlook