

EXECUTIVE ASSISTANT RESUME (COMBINATION)

212 Mulholland Drive, Los Angeles, CA 42145 | (555) 222-2222 | sally.jones@gmail.com

SUMMARY OF QUALIFICATIONS

- Executive Assistant with 4+ years of experience in administrative support to corporate executives
- Oversaw increase in efficiency by 25% by optimizing internal filing and communication systems
- Led monthly administrative assistant meetings to stay connected and address any problems encountered during the previous month
- Worked well with clients, co-workers and bosses – never received a single HR complaint and received written commendation 10 separate times from clients
- Organized quarterly parties for our office, which helped strengthen company loyalty and promoted team bonding
- Received “Assistant of the Year” award while working at Waypax Inc. during the 2013 fiscal year

SKILLS

- Experienced and quickly learn office basics, including printers, fax machines, scanners, etc.
- Proficient and effectively use MS Office Suite, as well as cloud-based systems (Google Drive, Apple Suite, etc.)
- Typing speed: 85WPM
- Proficient with CRM systems

RELEVANT WORK HISTORY

WAYPAX INC.

EXECUTIVE ASSISTANT | WALNUT CREEK, CA | 2012 – PRESENT

- Manage partner agendas, making sure efforts are focused on strategic growth and development
- Coordinate communication and channels, plan logistical items (e.g., transportation, accommodation, etc.), and prioritize tasks around them
- Basic accounting duties, including expense reports, invoices, and purchase orders
- Uphold confidentiality standards across all communication and documentation platforms

GREEN LEAF FINANCIAL

ADMINISTRATIVE ASSISTANT | SAN RAMON, CA | 2009 – 2012

- Managed appointment calendar for the firm; wrote and prepared confidential communications; filed expense reports
- Planned company travel calendar as well as reservations, ticketing, and transportation; under my planning firm reduced travel spending by 14%
- Point of contact for incoming calls; managed calls with courtesy and passed on messages with accuracy
- Facilitated 8+ monthly meetings as well as their logistics, including preparing materials and refreshments, scheduling with partners, and making facilities ready)

EDUCATION

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO, CA

BACHELOR OF ARTS IN MARKETING, MAY 2009

• GPA: 3.0/4.0

Summary Of Qualifications Examples Admin Assistant

Oreste J. D'Aversa



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Special Regulations United States. Department of the Army, 1954 *Ten Steps to a Federal Job* Kathryn K. Troutman, 2002 Identify the federal job titles that match your skills **The Resume Writing Kit** Oreste J. D'Aversa, 2005 Step by Step system to write a effective Resume for today s economy **Plunkett's Procedures for the Medical Administrative Assistant** Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents *Medical Administrative Assistant* Corinthian Colleges, 2009-04

Resources in Education , 1975 **The Resume.Com Guide to Writing Unbeatable Resumes** Rose Curtis, Warren Simons, 2004-04-19 The first step to getting a great job is writing a great resume This book will be your first step

Administrative Assistant/Secretary Career Starter Shirley Tarbell, 1998 This series offers entry level job seekers the perfect first step to careers in these growing fields Each book features the hottest jobs in each career area easy to read requirements for each job leading providers of training programs for the specific career area financing for training tips for success and much more Ideal for young job hunters who want to know where the opportunities are **Florida**

Administrative Weekly , 2004 Which Computer Skills Do Administrative Assistants Need, and how Frequently are These Skills Used? Ann Marie Peterson, 2001 **English in Business** Dudley Howe Miles, 1920 Résumés, Cover Letters, Networking, and Interviewing Clifford W. Eischen, Lynn A. Eischen, 2007 This book will teach how to prepare r sum s for mailing faxing e mailing and posting to job boards and company sites The second edition includes a new chapter on networking material regarding online research of organizations a more complete discussion of technology as it relates to r sum s new sample r sum s and cover letters a script to use when networking as well as a chart on keeping track of your networking contacts and many more additions and modifications **Your Next Career** Gail Geary, 2010 Your Next Career empowers experienced and post retirement workers to discover right fit opportunities and eases the career change process As a revision to the popular Over 40 Job Search Guide this insightful book provides sound strategies for creating traditional non traditional and entrepreneurial second careers that provide excitement and fulfillment Author Gail Geary helps readers discover their career passions and interests as well as measure their fit for self employment Readers are also given enlightening case studies interview questions and winning answers and a directory of additional resources to help them

navigate the job search **Public Personnel Studies** ,1926 **The Administration of Schools in the Cities of the Dominion of Canada** William Leeds Richardson,1922 *Writing Effective Resumes* Jeffry Richard McCabe,McCabe,1993
 Affirmative Action Plan for United States Department of Transportation, Federal Highway Administration Illinois. Department of Transportation,1981 **The Career Fitness Program** Diane Sukiennik,William Bendat,Lisa Raufman,2001
For Career Development Career Placement Job Search and Career Life Planning courses workshops Designed to help students choose change or confirm career choices this best selling text workbook is firmly focused on today s career realities and economy with sufficient breadth to encourage change and growth for students of all ages backgrounds and specific circumstances Exceptionally readable and user friendly it offers a complete or holistic approach to career development and follows the standard sequence of career search and decision making issues Self Assessment The Job Market Decision Making and The Job Search Every section is filled with positive yet pragmatic discussions relevant exercises and real life examples of resources and techniques **Wisconsin Statutes, 1913** Wisconsin,Lyman Junius Nash,Arthur Frederick Belitz,1913
 Affirmative Action Plan Illinois. Department of Transportation,1978

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