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| **David Pérez**  **Administrative Assistant** | | | | |  | **(212) 204-5342**  **david.perez@gmail.com**  **1938 W Augusta Blvd, Chicago, IL 60622**  **linkedin.com/in/david-perez** | | | |
| *Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses 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 PROFILE** | | |  | | | | | |
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|  | **Administrative Assistant**  *Redford & Sons – Chicago, IL* | | | | | | | *September 2019 – Present* |  |
|  | | | | | | | |  | |
| * 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 policy * Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses | | | | | | | | | |
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|  | **Secretary**  *Bright Spot Ltd. – Chicago, IL* | | | | | | *June 2017 – August 2019* | |  |
|  | | | | | | |  | | |
| * Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly * Opened, sorted, and distributed incoming messages and correspondence * Purchased and maintained office supply inventories while being careful to adhere to budgeting practices | | | | | | | | | |
|  | | | | | | | | | |
|  | **Secretary**  *Suntrust Financial – Chicago, IL* | | | | | | *June 2015 – August 2017* | |  |
|  | | | | | | |  | | |
| * Recorded, transcribed, and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages * Arranged appointments and ensured executives arrived at meetings with clients on time | | | | | | | | | |
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|  | **EDUCATION** |  | | | | | | | |
|  | | | | | | | | | |
|  | **River Brook University – Chicago, IL**  *Bachelor of Arts in History, May 2015 | Graduated magna cum laude* | | | | | | *May 2015* | |  |
|  | | | | | | | | | |
|  | **ADDITIONAL SKILLS** | |  | | | | | | |
|  | | | | | | | | | |
| * Expert in Microsoft Office, with a focus on Excel * Bilingual in Spanish and English * Web and tech savvy, require little to no training | | | | | | | | | |
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| **Logo  Description automatically generated**  **Dear Job Seeker,**  Featuring a bold header and clean lines, the Pantheon template is elegant and professional. Its simple layout and confident design makes the Pantheon the ideal resume template for anyone applying to more buttoned-up companies or in more serious fields, like in [law](https://resumegenius.com/resume-samples/lawyer-resume-example) or [medicine](https://resumegenius.com/blog/resume-help/medical-resume).  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | | | | | | | | |