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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  | | **David Pérez** | | (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.* | |  | | **EDUCATION** | |  | | May 2015  **River Brook University, Chicago, IL** | |  | | *Bachelor of Arts in History,*  *Graduated magna cum laude* | |  | |
| **PROFESSIONAL EXPERIENCE** | |
|  | |
| 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 policy * 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 | |
|  | |
| June 2017 – August 2019  **Secretary**  *Bright Spot Ltd. – Chicago, IL* | |
|  |  |
| * 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 * Greeted visitors and helped them either find the appropriate person or schedule an appointment | |
|  | |
| 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 at meetings with clients on time | |
|  | |
| **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 * Typing speed of 70 WPM | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  Featuring an elegant left-aligned column for your name and introduction, the Taj Mahal’s bold design was inspired by the impressive minarets of the world-famous monument it takes its name from.  The two-column resume format allows you to set aside plenty of space for your work history and skills, while making your contact information easy to find. This makes the Taj Mahal resume template ideal for candidates with lots of experience, like [managers](https://resumegenius.com/blog/resume-help/manager-resume-examples) and [executives](https://resumegenius.com/resume-samples/executive-resume-examples).  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 a matching cover letter template. 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” | | |