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| ADMINISTRATIVE ASSISTANT  from Resume Genius | |
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| |  |  | | --- | --- | |  | | |  | **CAREER OBJECTIVE** | |  | | | Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possess extensive expertise in Microsoft Excel and database management. Looking to leverage organizational and time management skills as an Administrative Assistant at [Company Name]. | | |  | | |  | **PROFESSIONAL EXPERIENCE** | |  | | | **Administrative Assistant**  Redford & Sons, Boston, MA | September 2019–Present | | | * Scheduled and coordinated 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 policies * Developed new filing and organizational practices, saving $3,000 per year in contracted labor expenses * Maintained utmost discretion when dealing with sensitive topics * Managed travel and expense reports for department team members | | |  | | | **Secretary**  Bright Spot LTD, Boston, MA | June 2016–August 2019 | | | * Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 weekly reports for management * Opened, sorted, and distributed incoming messages and correspondence * Purchased and maintained office supply inventories, carefully adhering to a $4,000 annual budget * Greeted visitors and determined the appropriate point person and meeting time for their specific situations * Recorded, transcribed, and distributed meeting minutes | | |  | | | |  |  | | --- | --- | |  | | |  | **CONTACT** | |  | | | **Phone**  (617) 555-5555 | | | **Email**  your.email@gmail.com | | | **LinkedIn**  linkedin.com/in/yourprofile/ | | |  | | |  | **EDUCATION** | |  | | | **River Brook University**  **Chicago, Il | May 2016**  Bachelor of Arts, History  Graduated *cum laude*  **International Association of Administrative Professionals (IAAP) | 2019**  Certified Administrative Professional (CAP) | | |  | **RELEVANT SKILLS** | |  | | | Adaptability  Collaboration  Strong work ethic  Problem solving  Attention to detail  Communication  Microsoft Suite  Slack  Fluent in Spanish & English | | |  | | |

**Logo

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**Dear Job Seeker,**

Creative and unique, the Stylish resume template features pastel highlights and icons that make each section of your resume stand out.

This template splits the skills section into two parts so you can emphasize your most relevant hard and soft skills. That formatting makes this template perfect if you’re writing a [resume with no experience](https://resumegenius.com/blog/resume-help/resume-with-no-experience).

We suggest using the Stylish resume template to apply for [secretarial](https://resumegenius.com/resume-samples/secretary-resume-example) or [teaching](https://resumegenius.com/resume-samples/teacher-resume-example) jobs.

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 [2021 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,

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