John Smith

1 Main Street, New York, NY, 12345 | (123) 456-7891 | exampleemail@exampleemail.com

**Summary**

Administrative Assistant with 6+ years of experience preparing flawless preservation, assembling facility reports and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel.

**Professional Experience**

**Johnson & sons | Administrative assistant | Hicksville, NY | Sept 2015 to Current**

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained two administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
* Developed new filing and organization practices, saving the company $3,000 per year in contracted labor expense
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members

**Lighted Spot LTD. | Secretary | brentwood, NY | Sept 2011 to 2015**

* Typed documents such as correspondence, drafts, memos, and emails, and prepared three reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals

**Education**

**bachelor of arts in history | May 2008 | riverdale University | New York, NY**

* Graduated Cum Laude

**Additional Skills**

* Expert in Microsoft Office with a focus on Excel
* Bilingual in Spanish and English
* Web and tech savvy