

# ADMINISTRATIVE ASSISTANT RESUME SAMPLE

from Resume Genius

<https://resumegenius.com/resume-samples/administrative-assistant-resume-example>

## CAREER OBJECTIVE



Administrative Assistant with 5+ 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.

## EXPERIENCE



### ADMINISTRATIVE ASSISTANT

*Keuford & Sons, Boston, MA / September 2016 – August 2018*

- Scheduled and coordinated meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details
- Developed new filing and organizational practices, saving the company \$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 2013 – August 2016*

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, always being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings



## CONTACT

### Email:

youremail@gmail.com

### Phone:

895 555 555

### Address:

4397 Aaron Smith Drive  
Harrisburg, PA 17101

### LinkedIn:

linkedin.com/in/yourprofile



## SOFT SKILLS

Adaptability

Collaboration

Strong Work Ethic

Problem Solving



## HARD SKILLS

Microsoft Office

Fluent English

Fluent Spanish

Web / Tech Savvy



## EDUCATION

### B.A. HISTORY

River Brook University  
Chicago, IL / 2013

### CERTIFIED ADMINISTRATIVE PROFESSIONAL

2016