

ABLE ASSISTANT

Email: ableassistant@email.com

44444 Willow Road
Hometown, OH 44xxx

Home: 440-555-7777
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SUMMARY

Top performing Administrative Assistant/Office Manager with exceptional interpersonal skills and a strong customer focus. Flexible team player who collaborates effectively with others and is comfortable dealing with all levels of the organization. Excellent time management skills with demonstrated ability to prioritize and handle multiple projects in fast-paced environments. Demonstrated integrity and discretion in handling confidential matters. Superior analytical and problem-solving skills adept at streamlining processes to maximize productivity. Expertise:

Executive Correspondence
Scheduling / Calendar Management
Travel Arrangements
Proposals
Spreadsheets

Database Management
Create and Maintain Reports
Event / Meeting Planning
Invoicing
Vendor Relations

TECHNICAL SKILLS

Microsoft: Word, Excel, PowerPoint, Publisher, Outlook, SharePoint, SAP

PROFESSIONAL EXPERIENCE

ACME SAFEPLACE – Acme, OH

2xxx-2xxx

Administrative Assistant

Provided full range of secretarial and administrative support to agency's executive team. Drafted and prepared correspondence, developed spreadsheets, and created presentations using appropriate software. Executed discretion and judgment in handling confidential information. Served as agency's liaison to board of directors and external contacts. Set up monthly meetings for Board of Directors (25 members).

- Redesigned company letterhead in support of re-branding efforts.
- Devised a structured form that all administrative support used to organize meeting set-ups, improving communication with housekeeping management.
- Created client database, reducing excess paperwork.
- Created and implemented tracking system to coordinate sales leads that directly contributed to percentage of business won.
- Developed master contracts and ancillary documents to streamline production.
- Standardized department filing system so staff could easily locate information.

HOMETOWN PARTNERS, Hometown, OH

2xxx- 2xxxx

Office Manager (2xxx-2xxx)

Performed general administrative support functions for regional office including switchboard and reception desk coverage and mail handling for 40 employees. Supervised two administrative assistants.

- Earned recognition as highest rated Administrative Assistant for performance review.
- Planned annual Employee Appreciation Day and holiday outings within budget.

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HOMETOWN PARTNERS, Hometown, OH

Office Manager (continued)

- Turned around company's adversarial relationship with key supplier by establishing personal rapport and excellent working relationship.
- Developed calendar and schedule for conference room usage, reducing scheduling conflicts.
- Created Office Procedures handbook which became the standard for the office in assisting staff in time management and production procedures.
- Coordinated office's participation in Race for the Cure; office won second highest participation award and third-highest per-capita donation award.
- Implemented and conducted telephone and voice mail system training resulting in cost and time efficiencies.

Administrative Assistant (2xxx- 2xxx)

Provided full office assistance to Sales Manager and team of six outside Sales Representatives. Coordinated schedules. Prepared correspondence. Handle all arrangements for quarterly customer sales conferences. Booked travel for out of town meetings and appointments.

- Updated PowerPoint presentation used by sales team that ultimately was adopted as corporate standard because of visual appeal and ease of understanding.
- Prepared and assembled proposals for client presentations, significantly improving Manager's and Sales Representatives' productivity.

EDUCATION AND TRAINING

Acme Region Community College - Acme, Ohio
Associate of Applied Business - Administrative Office Information Systems – 2xxx

The Exceptional Assistant Seminar – CareerTrak

How to Design: Attention Grabbing Brochures, Catalogs,
Ads, Newsletters and Reports Seminar – SkillPath

AFFILIATIONS

International Association of Administrative Professionals
Acme Area Chapter (2xxx – present)
Current Chapter Secretary - Former Membership Chair

Acme Area Rotary – Newsletter Editor (2xxx – present)