

Jane Doe

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Professional Summary

Detail-oriented Administrative Assistant with X years of experience supporting daily operations and organizational success. Adept at managing schedules, coordinating meetings, and maintaining records with accuracy and efficiency.

Work Experience

Administrative Assistant, Company Name

City, State | Month YYYY – Present

Manage calendars, schedule appointments, and coordinate meetings for staff and executives.

Prepare correspondence, reports, and presentations as needed.

Maintain accurate filing systems and manage confidential information.

Office Assistant, Previous Company

City, State | Month YYYY – Month YYYY

Supported daily office tasks, including answering phones and greeting visitors.

Assisted in data entry, document preparation, and supply inventory management.

Education

Associateâ€™s Degree in Business Administration

College Name, City, State | Month YYYY

Skills

Microsoft Office Suite

Scheduling & Calendars

Data Entry

Customer Service

Document Management

Communication

Problem Solving

Certifications

Certified Administrative Professional (CAP)