

[Your Name]

[Your Address] | [City, State, ZIP]

[Phone Number] | [Email Address]

PROFESSIONAL SUMMARY

Results-driven and organized Administrative Assistant with experience supporting executives and teams in fast-paced environments. Skilled in document management, scheduling, and fostering efficient office operations. Excellent communicator, adept at multitasking and problem-solving.

CORE COMPETENCIES

Office Administration

Calendar & Meeting Management

Document Preparation

Data Entry & Filing

Customer Service

Travel & Expense Coordination

Communication & Correspondence

Team Collaboration

PROFESSIONAL EXPERIENCE

Administrative Assistant

[Company Name], [City, State] | [Year] – [Year]

- Supported daily office operations, managed complex schedules, and coordinated meetings for executives.
- Prepared reports, handled confidential information, and improved document filing system for efficiency.

Office Coordinator

[Company Name], [City, State] | [Year] – [Year]

- Provided customer service to internal and external stakeholders.
- Arranged travel and processed expense reports while maintaining accurate records.

KEY ACHIEVEMENTS

Reduced supply costs by 20% through vendor negotiations and inventory management.

Streamlined onboarding process for new hires, reducing administrative delays.

EDUCATION

[Degree], [Field of Study]

[School Name], [Year of Graduation]

CERTIFICATIONS

[Certification Name], [Issuing Organization], [Year]