

[Your Name]

Professional Administrative Assistant

[Email Address] | [Phone Number] | [LinkedIn Profile] | [City, State]

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Administrative Assistant with [X] + years of experience supporting executives and teams. Adept at managing schedules, coordinating travel, and maintaining efficient office operations. Recognized for excellent communication skills and ability to improve processes.

CORE COMPETENCIES

- Office Administration
- Calendar & Schedule Management
- Meeting & Event Coordination
- Travel & Expense Management
- Correspondence & Communications
- Document Preparation
- Data Entry & Record Keeping
- Customer Service

PROFESSIONAL EXPERIENCE

Administrative Assistant, [Company Name] [MM/YYYY] – [MM/YYYY]

- Managed daily calendars, appointments, and meetings for executives and staff.
- Coordinated domestic and international travel arrangements, including itineraries and expenses.
- Prepared documents, reports, and presentations with high attention to detail.
- Provided customer service by responding to emails and phone inquiries promptly.

Office Assistant, [Company Name] [MM/YYYY] – [MM/YYYY]

- Maintained office supplies and equipment inventory for efficient operations.
- Assisted in organizing company events and team meetings.
- Supported document filing, data entry, and record keeping.

EDUCATION

[Degree or Diploma], [School Name] [MM/YYYY]

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace
- [Other relevant software/tools]

CERTIFICATIONS

- [Certification Name], [Year]