

Your Name

Email: youremail@example.com

Phone: (555) 123-4567

Location: City, State

LinkedIn: linkedin.com/in/yourprofile

PROFESSIONAL SUMMARY

Detail-oriented and proactive Administrative Support professional with strong organizational, communication, and multitasking abilities. Adept at managing office operations and providing high-level support to teams and executives.

CORE SKILLS

Office Management
Scheduling & Calendar Management
Document Preparation
Customer Service
Meeting Coordination
MS Office Suite
Data Entry
Travel Arrangements
Expense Reporting
Records Management

PROFESSIONAL EXPERIENCE

Administrative Assistant, *Company Name, City, State* MM/YYYY – Present

- Managed daily office functions including scheduling, correspondence, and document organization.
- Provided frontline support for clients, visitors, and internal staff.
- Coordinated team travel logistics and prepared detailed expense reports.

Office Coordinator, *Previous Company, City, State* MM/YYYY – MM/YYYY

- Handled data entry, filing, and maintenance of office records.
- Arranged meetings, managed calendars, and prepared meeting materials.
- Assisted with onboarding new employees and maintaining office supplies inventory.

EDUCATION

Degree or Certificate, *Institution Name, City, State* MM/YYYY

CERTIFICATIONS

Certified Administrative Professional (CAP) MM/YYYY