

## Able Assistant

1000 Office Drive Unit B  
Lakewood, CO 80000

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Home (303) 333-3333  
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### OBJECTIVE SUMMARY

An Administrative Assistant with over 12 years of experience seeks Office Administration position. Articulate communicator with strengths in customer service and interpersonal relations. Office skills include:

- Typing 65+ WPM
- MS Word, Excel, Internet, Email
- Alpha and numeric filing
- Office equipment
- Dictation
- Multi-line phones

### EDUCATION

Red Rocks Community College, Lakewood, CO 2003 – Present  
**Associate of Arts** in progress **GPA 3.83**

Minnesota School of Business, Minneapolis, MN  
**Medical Secretary Certificate** **GPA 3.9**

### ADMINISTRATIVE EXPERIENCE

B & B Blending, Inc, Denver, CO 2000 – Present  
**Office Assistant**  
Answer multi-line phone system, type correspondence, and organize mailings.

**Home Administrator and Community Volunteer** 1987 – 2000  
Coordinated home and schedules for five individuals.  
Volunteer for: Jeffco Elementary Schools, Jeffco No Smoking, and the Coalition Against Domestic Violence.

### ADDITIONAL EXPERIENCE

**Administrative Assistant**, U.S. Olympic Committee, CO Springs, CO  
Served as assistant to the Committee Chair. Word processed documents, letters and memos, managed phones, and all general office duties.  
*Accomplishments:* Acknowledged for high quality of work.

**Sales Secretary**, DEL-TAK, Inc., Minneapolis, MN and Naperville, IL  
Provided administrative support to sales representatives in a fast-paced department.  
*Accomplishments:* Effectively prioritized tasks while working simultaneously on several assignments.

**Program Secretary**, Employment Action Center, Minneapolis, MN  
Provided general administrative assistance to Director of program that served unemployed and underemployed job seekers.  
*Accomplishments:* Assisted in the implementation of a women's program that successfully placed 90% of clients.