

# Ann Administrator

123-456-7890  
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Sample

## CAREER PROFILE

Administrative Assistant with strong interpersonal and organizational skills and keen ability to multi task a variety of challenges and responsibilities

- Proficient in all MS Office Suite software
- Office Administration: telephone reception, type 60 wpm, purchasing, research, scheduling

## EDUCATION

**Associate of Arts – Business Administration**

May 2011

Pueblo Community College, Pueblo, CO

### **RELEVANT COURSEWORK**

Personal Finance

Legal Environment to Business

Business Writing

Business Communication/Report Writing

## EMPLOYMENT HISTORY

**Administrative Assistant**

Aug 2008 – Jan 2010

**ABC Law Firm**, Broomfield, CO

- Handled calls and promptly forwarded them to appropriate person among 85 employees.
- Scheduled meetings for all employees; escorted visitors to staff members' offices, provided hospitality service arrangements as requested by employees.
- Composed and distributed inter-departmental memorandums (e-mail, documentary and voice). Ensured timely delivery and receipt of important information while at all times maintaining confidentiality.
- Prepared and assembled media kits for marketing and public relations departments.
- Responsible for making domestic and international travel arrangements for senior-level executives via the Internet, which resulted on a net saving of \$175 - \$250 per round-trip airfare ticket.

**Secretary/Receptionist**

Feb 2007 – Jan 2008

**EDF Corporation**, Denver, CO

- Established and maintained electronic records management system for all incoming and outgoing correspondence.
- Dispatched four messengers on bank runs on assignments as requested by management, coordinated trips to ensure that multiple stops were made each time. Saved the company approximately \$29.50 per messenger per day excess travel expenses.
- Organized, sorted and assigned mail distribution for all employees.