

Jane Smith
(555) 555-1234
janesmith@gmail.com

Work Experience

XYZ COMPANY - A global provider of equipment and services to the energy sector

Administrative Assistant, 5/2011 to 3/2015

- Provide administrative support to 6 executives and 10 team members
- Coordinate domestic and international travel, print confirmations and schedules, create trip folders
- Reconcile 100's of credit card charges each month and prepare expense reports for reimbursement
- Draft, edit, proofread, and finalize up to 30 pieces of correspondence per week
- Manage team and executive calendars in Outlook; schedule meetings, arrange catering
- Prepare and update 3 monthly department spreadsheets and 8 reports in Excel and PowerPoint
- Collaborate effectively on cross-functional teams
- Suggest and implement ways to improve processes; identify ways to improve my team's performance
- Seek out and assist with extra projects as needed or requested

Contributions and Recognition

I saved the XYZ Company \$35K in annual salaries by taking on extra responsibilities and assisting 2 additional executives, saving the company from having to hire additional employees.

"She is an absolute angel. Just wanted to let you know. She's caught me up on all expenses, and helped to organize the PMT meeting. She is suddenly invaluable."

-Shannon Ellis, Vice President of Accounting, XYZ Company.

WIDGETS AND MORE - The region's largest supplier of widgets with 5 retail locations

Administrative Assistant, 8/2005 to 5/2011

- Process new hire paperwork, prepare training manuals, draft new hire schedule, conduct orientation
- Prepare weekly shift calendar, coordinate coverage for employee absences
- Prepare requested quotes (avg. 10 per week) and proposals (avg. 3 per week) for sales associates
- Process more than 450 orders per week
- Provide back-up coverage for sales associates
- Offer and open promotional credit accounts to customers
- General office duties

Contributions and Recognition

I saved Widgets and More \$10K annually by researching and hiring a janitorial company to service all 5 retail locations, obtaining a group discount on multiple locations.

"Jane, the meeting was a huge success! Thank you for organizing the meeting, lunch, and dinner!"

- Thomas Perry, Store Manager, Widgets and More

Employee of the Month Jan 2006, June 2009, and March 2011

Education

AA – Social and Behavioral Science, Mt. San Jacinto - Menifee

Pursuing a B.S. in Business Management

Skills:

MS Word, Excel, PowerPoint, Outlook, Windows XP/Vista/7, FedFil, C1, E1, QuickBooks Pro 2009, various proprietary databases. 10-key by touch