



# Sample Resume-Administrative

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## Administrative Assistant/Clerical

### Professional Profile

Administrative Assistant with more than 10+ years of professional experience; adept at working in fast-paced environments demanding strong organizational, leadership and interpersonal skills. Committed to exceptional customer service and driven by challenges. Detail-oriented and resourceful in spearheading, organizing and completing projects; ability to multitask effectively. Proficient in HTML. Experienced Online Calendar manager.

### Employment Summary

**Administrative Assistant - ABC Computers** 2005 - Present  
Provide executive administrative support to one Director and three Senior Managers. Daily tasks include managing schedules, arranging travel, scheduling meetings, handling client inquiries, and coordinating conference calls. Typed and distributed highly confidential documentation, correspondence and relevant reports, including site-meeting minutes. Assisted in establishing a successful structure for a growing company. Designed and created information systems.

**Administrative Assistant - Company ABC** 2000 - 2004  
Performed various clerical and administrative duties for Human Resource department, including scheduling appointments and meetings, providing public information on programs, typing, filing, faxing, and answering phones. Typed and distributed highly confidential documentation, correspondence and relevant reports, including site-meeting minutes. Coordinated special projects as required.

**Office Assistant - Company 123** 1995 - 1997  
Answered multi-line switchboard for a busy advertising agency. Scheduled and booked appointments for clients. Answered email questions related to advertising prices and general questions. Handled and maintained clients files. Directed all marketing and franchising opportunities. Helped prioritize work schedules and delegated assignments.

### Secretarial Skills

- Administrative
- Customer Service
- Microsoft Applications
- Inventory Control
- Switchboard
- Business Machines
- Typing (55 wpm)
- ADP Payroll
- Data Entry
- Problem Solving
- Dictaphone
- Management Accounting

### Awards

Employee of the Month (September 2007)  
Employee of the Month (January 2008)  
Awarded a Service of Excellence award (February 2008)

### Education

H.S. Diploma, 1994  
Senior High School

Certification, Office Management  
Business College, ABC, Texas

### Professional References

Available on request