Nancy Rose

123 Croft Drive New York 212-123-4567

Objective:

An interesting position of an Administrative Assistant with a growing company

Experience:

1/1/2008

Perfect Mouldings

New York

to Present

Administrative Assistant

- ♦ Aided executive in staff capacity by coordinating office services.
- ♦ Executed daily operations of <what>.
- ♦ Office services included personnel, budget preparation, control, housekeeping and special management studies.
- ♦ Wrote, designed and produced <what>.
- ♦ Studied management methods in order to improve workflow, simplify reporting procedures and implement cost reductions.
- ♦ Was instrumental in <what>.
- ♦ Analyzed recordkeeping systems, forms control, office layout, personnel requirements, budgetary requirements and performance standards to create new systems and revise established procedures.
- ♦ Trained and managed < how many> < what> and achieved significant improvements in their productivity.
- ♦ Analyzed jobs to delimit position responsibilities for use in wage and salary adjustments, promotions and evaluation of workflow.
- Trained <who> in <doing what>.
- Studied methods of improving work measurements and performance standards.
- ♦ Supervised and managed <what> for a <what kind of> firm.
- ♦ Coordinated the collection and preparation of operating reports.
- ♦ Supervised < how many> employees, scheduled work hours, resolved conflicts, determined salaries.
- Reports included time-and-attendance records, terminations, new hires, transfers, budget expenditures and statistical records of performance data.
- ♦ Successfully managed a <now many>-person team <doing what>.
- Prepared reports including conclusions and recommendations for solution of administrative problems.
- Successfully handled <what>.
- \(\) Issued and interpreted operating policies.
- ♦ Structured and maintained a <what>.
- A Reviewed and answered correspondence.

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- ♦ Spearheaded < what > efforts.
- Assisted in the preparation of budget needs and annual reports of the organization.
- ♦ Sold <what> to <whom>.
- ♦ Interviewed job applicants, conducted orientation of new employees and planned training programs.
- ♦ Served as <function> for <organization>, including <specific tasks>.
- ♦ Directed services, such as maintenance, repair, supplies, mail and files.
- ♦ Restructured and improved <what>.
- ♦ Compiled, stored and retrieved management data, using computer.
- ♦ Responsible for <what>.

Education: John McQueen Memorial College of Arts School Location

Bachelors of Arts 2007

References: Available upon request