

Nancy Rose
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New York
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Objective: An interesting position of an Administrative Assistant with a growing company

Experience:

1/1/2008
to Present

Perfect Mouldings

New York

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 <how 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>.
- ◇ Reviewed and answered correspondence.

