

## Nancy Rose

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123 Croft Drive  
New York  
212-123-4567

OBJECTIVE: An interesting position of an Administrative Assistant with a growing company

### EXPERIENCE

*Perfect Mouldings*

*New York*

#### **Administrative Assistant**

1/1/2008 to Present

- 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.
- 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*  
**Bachelors of Arts**

*School Location*  
2007

REFERENCES: Available upon request