

**Michael Slater**  
123 Grouse lane  
New York  
212-222-2222  
michael.slater@xyz.com

**Objective:** To apply for the post of an Education Administrative Assistant and utilize the knowledge I, have aquired through my experience in this field. I would liek to work for a reputed college/ institution that will provide me with the opportunity to grow and learn.

**Experience:**

3/3/2009  
to Present

Dukes Institute of Management Studies New York, New York

**Executive Secretary/Administrative Assistant**

- Performed general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work.
- Executed daily operations of <what>.
- Filed and retrieved corporate documents, records and reports.
- Wrote, designed and produced <what>.
- Made travel arrangements for executives.
- Was instrumental in <what>.
- Coordinated and directed office services, such as records and budget preparation, personnel and housekeeping, in order to aid executives.
- Trained and managed <how many> <what> and achieved significant improvements in their productivity.
- Met with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Trained <who> in <doing what>.
- Set up and oversaw administrative policies and procedures for offices and organizations.
- Supervised and managed <what> for a <what kind of> firm.
- Supervised and trained other clerical staff.
- Supervised <how many> employees, scheduled work hours, resolved conflicts, determined salaries.
- Reviewed operating practices and procedures in order to determine whether improvements were made in areas such as workflow, reporting procedures and expenditures.
- Successfully managed a <how many>-person team <doing

- what>.
- Interpreted administrative and operating policies and procedures for employees.
- Successfully handled <what>.
- Prepared invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database and presentation software.
- Structured and maintained a <what>.
- Opened, sorted and distributed incoming correspondence, including faxes and email.
- Spearheaded <what > efforts.
- Greeted visitors and determined whether they should be given access to specific individuals.
- Sold <what> to <whom>.
- Prepared responses to correspondence containing routine inquiries.
- Served as <function> for <organization>, including <specific tasks>.
- Managed and maintained executives' schedules.
- Restructured and improved <what>.
- Attended meetings in order to record minutes.
- Responsible for <what>.
- Compiled, transcribed and distributed minutes of meetings.
- Responded to written and telephone requests for <what>.
- Conducted research, compiled data and prepared papers for consideration and presentation by executives, committees and boards of directors.
- Researched and recommended <what>.
- Prepared agendas and made arrangements for committee, board and other meetings.
- Represented <who> in <what>.
- Read and analyzed incoming memos, submissions and reports in order to determine their significance and planned their distribution.
- Purchased and maintained <what>.

3/3/2005  
to 3/3/2009

St. Claire College of Fine Arts  
**Administrative Assistant**

New York, New York

- Manage the front desk.
- Answer phones, send faxes & emails
- Administrative Assistant to the Director.

- Generated reports and worked on projects for various officers.
- Managed and maintained office stationery.
- Maintained records of material procured from vendors.
- Set up staff meetings.
- Update Conference and Meeting Calendar.
- Contact other divisions to update various reports.
- Knowledge of Microsoft Outlook, Microsoft Word and Microsoft Excel.

**Education:** Sunny Dale High School New York  
**High School Diploma** 2001

State University of New York New York  
**Bachelors of Arts** 2005

**References:** Available upon request