



Michael Slater

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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:

2001

Sunny Dale High School
High School Diploma

New York

2005

State University of New York
Bachelors of Arts

New York

References:

Available upon request