



- 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>.

St. Claire College of Fine Arts
Administrative Assistant

New York, New York
3/3/2005 to 3/3/2009

- 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
High School Diploma

New York
2001

State University of New York
Bachelors of Arts

New York
2005

References:

Available upon request