

**John Smith**  
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New York  
999-999-9999  
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**Objective:**

Interested in applying for the position of an Investment Administrative Assistant

**Experience:**

GPL Investments & Insurance Consultants New York  
**Investment Administrative Assistant** 3/3/2009 to Present

- Answered incoming calls
- Managed office correspondence via written mail, e-mail and fax
- Managed and coordinated travel arrangements for office executives and visitors.
- Prepare marketing materials for prospective clients.
- Maintained documentation pertaining clients
- Managed and procured all office supplies.
- Manage the office calendar.
- Account for all vacation and sick day usage.
- Submit all accounts payable invoices.
- Ensure personnel files are accurate and secure.
- Coordinate all meetings and logistics for the Director.
- Tracked employee Time Sheets and Expense Reports.
- Liaison with company insurance agents and vendors.
- Performed Accounts Payable and Accounts Receivable.
- Reconciled monthly financial bank statements to match Quick Books and prepared "Year-end Financials" reconciliation binder.
- Performed environmental report production including proofreading for grammatical and formatting errors.
- Established an excellent rapport with all clients and vendors.

**Education:**

State University of New York New York  
**Bachelors of Commerce** 2009

Sunnydale High School New York  
**High School Diploma** 2005

**References:**

Available upon request