

John Smith

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999-999-9999

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