

John Smith
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Objective:

Interested in applying for the position of an Investment Administrative Assistant

Experience:

3/3/2009
to Present

GPL Investments & Insurance Consultants **New York**
Investment Administrative Assistant

- ◇ 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