

Larry Smith

123 Oakwood Drive
New York
999-999-999
larry.smith@xyz.com

Objective: Interested in applying for the position of a Personal Administrative Assistant with a growing organization, where I can utilize my experience in this field while enhancing my knowledge.

Experience: Mulford & Mulford law Firm New York
Personal Administrative Assistant 3/3/2008 to Present

- Performed general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work.
- Executed daily operations of the firm.
- Filed and retrieved corporate documents, records and reports.
- Made travel arrangements for executives.
- Coordinated and directed office services, such as records and budget preparation, personnel and housekeeping, in order to aid executives.
- Trained and managed newly inducted office staff and achieved significant improvements in their productivity.
- Met with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Set up and oversaw administrative policies and procedures for offices and organizations.
- Supervised and managed the functioning of support staff in the firm.
- Supervised and trained other clerical staff.
- Reviewed operating practices and procedures in order to determine whether improvements were made in areas such as workflow, reporting procedures and expenditures.
- Interpreted administrative and operating policies and procedures for employees.
- Prepared invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database and presentation software.
- Opened, sorted and distributed incoming correspondence, including faxes and email.
- Greeted visitors and determined whether they should be given access to specific individuals.
- Prepared responses to correspondence containing routine inquiries.
- Managed and maintained executives' schedules.
- Attended meetings in order to record minutes.
- Compiled, transcribed and distributed minutes of meetings.

- Responded to written and telephone requests on behalf of the directors of the firm.
- Conducted research, compiled data and prepared papers for consideration and presentation by executives, committees and boards of directors.

P.J. Parker Constructions Pvt. Ltd

New York

Administrative Assistant

3/3/2006 to 3/3/2008

- Managed the front office desk, responsible for answering phone calls and queries.
- Manage and maintain office schedules.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Manage both incoming and outgoing correspondence.
- Responsible for managing and maintaining documents, records and files.
- Managing schedules, stay and travel for clients and guests.
- Responsible for procurement and maintaining of office supplies.
- Prepare and maintain the agendas for office meetings.

Education:

Sunnydale High School
High School Diploma

New York
2001

State of New York University
Bachelors of Commerce

New York
2005

References: Available upon request