

*John Smith*

123 Elm Street ♦ new York  
johnsmith@xyz.com

999-999-9999

*Objective:* Interested in applying for the position of a Senior Administrative Assistant with a leading firm where I can nurture and enhance my skills.

*Experience:* *GPL Chartered Accountants* *New York*  
Senior Administrative Assistant 3/3/2009 to Present

- ♦ Performed general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work.
- ♦ Oversaw the functioning of daily activities in the office.
- ♦ 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.
- ♦ Met with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- ♦ Trained new hire office staff with their tasks.
- ♦ Set up and oversaw administrative policies and procedures for offices and organizations.
- ♦ 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.
- ♦ Conducted research, compiled data and prepared papers for consideration and presentation by executives, committees and

boards of directors.

- ◇ Prepared agendas and made arrangements for committee, board and other meetings.
- ◇ Read and analyzed incoming memos, submissions and reports in order to determine their significance and planned their distribution.

*GPL Chartered Accountants*

*New York*

Administrative Assistant

3/3/2007 to 3/3/2009

- ◇ 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.
- ◇ 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.

*Education:*

*State University of New York*  
Masters of Arts

*New York*  
Persuing

*State University of New York*  
Bachelors of Arts

*New York*  
2006

*Sunnydale High School*  
High School Diploma

*New York*  
2002

*References:*

Available upon request