

## John Smith

---

123 Elm Street  
new York  
999-999-9999  
johnsmith@xyz.com

**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*

*New York*

**Masters of Arts**

*Persuing*

*State University of New York*

*New York*

**Bachelors of Arts**

*2006*

*Sunnydale High School*

*New York*

**High School Diploma**

*2002*

**References:** Available upon request