

**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:**

3/3/2009  
to Present

**GPL Chartered Accountants**

**New York**

*Senior Administrative Assistant*

- ◇ 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.

3/3/2007  
to 3/3/2009

**GPL Chartered Accountants**

**New York**

*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.
- ◇ 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