

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

**Objective:**

Interested in applying for the post of Administrative Assistant

**Education:** State University of New York New York  
**bachelors of Arts** 2010

Sunnydale High School New York  
**High School Diploma** 2006

**Languages:**

French, German, Spanish, Chinese

**Key Skills:** Proficient with computer applications like MS word, MS excel and computerized accounting applications.

**Experience:** GPL Chartered Accountants New York  
**Administrative Assistant** 3/3/2010 to present

- Aided executive in staff capacity by coordinating office services.
- Office services included personnel, budget preparation, control, housekeeping and special management studies.
- Studied management methods in order to improve workflow, simplify reporting procedures and implement cost reductions.
- Analyzed recordkeeping systems, forms control, office layout, personnel requirements, budgetary requirements and performance standards to create new systems and revise established procedures.
- Analyzed jobs to delimit position responsibilities for use in wage and salary adjustments, promotions and evaluation of workflow.
- Studied methods of improving work measurements and performance standards.
- Coordinated the collection and preparation of operating reports.
- Reports included time-and-attendance records, terminations, new hires, transfers, budget expenditures and statistical records of performance data.
- Prepared reports including conclusions and recommendations for solution of administrative problems.
- Issued and interpreted operating policies.
- Reviewed and answered correspondence.
- Assisted in the preparation of budget needs and annual reports of the organization.
- Interviewed job applicants, conducted orientation of new

- employees and planned training programs.
- Directed services, such as maintenance, repair, supplies, mail and files.
  - Compiled, stored and retrieved management data, using computer.

**References:** Available upon request