John Smith

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new York
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Objective:

Interested in applying for the post of Administative 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