

*John Smith*

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999-999-9999

*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