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**Administrative Assistant Resume Sample**

1245 Ankeny Street,

 Portland, OR 43543

(752) 653-5987

Diazelena@gmail.com

*Administrative Assistant with over 5 years of experience managing business office functions and providing executive level support to principals and clients. Seeking to apply my detail-oriented talents and adaptable personality to fulfill the company’s needs. Possess a B.A. in English and am bilingual in English/Chinese.*

# Professional Experience

## MICRO COMMUNICATIONS, Kansas City, KS

## Office Manager, September 2012 – Present

* Maintain and update up to 15 budget spreadsheets for all projects, reconciling any errors
* Assist principals in drafting and editing in memos, reports, and proposals
* Perform routine clerical tasks such as mailing, copying, faxing, filing, and scanning
* Screen over 50 phone calls daily, taking messages and routing calls when necessary
* Assisted with on boarding 10+ new employees
* Increased office efficiency by introducing Write project management software to the company, thereby reducing labor costs by 5%

## BFD ASSOCIATES, Chicago, IL

## Receptionist Administrative Assistant, September 2010 – September 2011

* Greeted all clients and visitors, ensuring that they received outstanding first impression of the company
* Maintained all office equipment including printers, copiers, and computers
* Assisted with office shipping and the mass mailing of thousands of monthly invoices to the company’s clients
* Coordinated and scheduled meetings/travel for staff members
* Prepared expense request forms for the Administration Department
* Monitored office supplies and replenished stock as necessary

# Education

## BAYLOR UNIVERSITY, Dallas, TX

## *Bachelor of Arts in English, June 2010*

# Additional Skills

* Highly skilled leader with skills in delegating tasks, team building, and creating positive customer experiences
* Well versed in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project, Access)
* Skilled with Adobe Illustrator and Photosadministrhop Fireworks
* Highly proficient with QuickBooks
* WPM: 90

Hello, Job Seeker!

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will help you land more interviews, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_Rez_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Samples&utm_campaign=MSWord_Download_Push)