**Administrative Assistant Resume Sample**

1245 Ankeny Street,

 Portland, OR 43543

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*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 BA 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 PhotoShop Fireworks.
* Highly Proficient with QuickBooks.
* WPM: 90.