## Personal Assistant Resume Sample 1

**Ann Mullins**

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### A. Summary

Highly organized and responsible Personal Assistant with eight years of experience working in offices in various fields. I can tackle any type of project that comes my way with enthusiasm and a positive attitude. Apart from that, I am also a great multi-tasker, who simply thrives when placed in a very busy and challenging environment. I can display loyalty, courage, resourcefulness, and make great use of my perfect communication and persuasive skills. I don’t shy away from challenges and love a good bargain. Playing for the team is my goal in life.

### B. Working Experience

* **May 2011 – January 2017 – Canary Yellow Branding and Advertising Agency, Leesburg, Florida**

**Responsibilities**: Maintained the task list on a daily basis and made sure the managers completed them all in a timely manner. Scheduled appointments with individuals, clients, and staff. Supervised and personally planned all the travel arrangements for the managers of the company, including ground transportation, air travel, as well as accommodations anywhere in the world. Planned daily activities both on a professional and personal level, during business days and on weekends, during business hours and at the end of the business day. Managed incoming and outgoing emails, telephone calls, IMs and all other types of communication, both internal and external. Coordinated, planned, and created leisurely activities for both staff and management during business days and weekends. Planned and organized team buildings and their activities.

### C. Education and Academic Training

* Graduated in 2010 from the University of California with a Bachelor of Arts Degree in English.
* I also possess a Dual Major in Marketing and Advertising

### D. Job Related Skills

* Administrative support specialist
* Oriented toward results
* Accurate
* Detailed
* Organized
* Proficient with Microsoft Office, especially Excel, Word, and Outlook
* I speak two languages: English and Spanish
* Outstanding communication skills
* Always on time
* Able to screen calls in an outstanding way
* Business writing, including emails, letters, and briefs

### E. General Skills

* Team player
* Grounded
* Good in a stressful situation
* Can handle a large group of people, including children
* Party planning skills
* Can organize tours and meetings