## Personal Assistant Resume Sample 2

**William Adams**

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### A. Summary

Very enthusiastic young Personal Assistant with only one year of experience behind but who is willing to make up for that with an amazing can-do attitude and a multitude of talents and skills and a huge knowledge base which are just waiting to be discovered. I am looking forward and hoping to work in a young company, such as myself, where I can develop and grow alongside it and put all my qualities to good use. I want to make the start of my career the best one possible and hope that my achievements and skills will make you look at me like a treasure trove waiting to be discovered.

### B. Working Experience

* **January 2016 – January 2017 – Meduseld Golden Records, Winthrop, New York**

**Responsibilities**: Attend all the business meetings and carefully take meeting minutes. Create presentations when necessary based on given content using PowerPoint. Come up with and maintain special systems around the office to deal with the paper flow. Travel with managers, staff or clients to designated places in and out of the city, state or country to help them conduct meetings or business. From time to time, babysit the manager’s children when the spouses were away on personal or professional business. Handle all the incoming and outgoing messages and mail. Check the mail, both hard copy and electronic. Update the company’s website and other types of social media, such as Facebook, Instagram, and Twitter. Take care of the manager’s dogs when he was away. The task included walking and feeding them several times a day. Running errands. Picking up dry cleaning. Buying groceries both for the manager and for the company staff. Complete different types of work projects at the manager’s house or at the client’s house if need be.

### C. Education and Academic Training

* Graduated in 2016 from the University of New York with a Diploma in Business Administration

### D. Job Related Skills

* Can speak four languages fluently: English, French, Spanish, and Japanese, and two languages medium: German and Portuguese
* I am proficient in Microsoft Office, especially Microsoft Word, seeing as I have seven years’ experience with it, Microsoft Excel, six years’ experience, Microsoft PowerPoint, four years
* Very advanced when it comes to touch typing. I can type 110 words per minute, and I have been doing it for six years.
* Very literate when it comes to Internet research, as I have extensive knowledge of how search engines work, especially Chrome, Firefox, and Internet Explorer
* Advanced in MYOB as I have been using it for five years.

### E. General Skills

* I have a vast general knowledge, with focus on movies, theatre, literature, and music.
* Also, I play the cello, having played it with my community band and in high school.
* I am a passionate dance, being very good at salsa dancing, swing, and paso doble.
* Very literate when it comes to the Japanese culture, a strong passion of mine since I when to Japan on exchange in my second year of college
* I love to travel having spent a year traveling in both Asia and Europe which enriched my culture.