**Administrative Assistant Resume Sample 1**

**Alex Hudson**  
712 Sunset Street, Tampa, Florida  
*hudson@email.com*  
(004) 332-1935

**A. Summary**

Highly-trained and experienced administrative assistant, skilled in providing professional administrative support to a variety of sectors. Over 3 years of experience in the field of administration, and an outstanding inclination to working with complex data. Able to successfully handle increasingly difficult responsibilities, and proficient in using specific job-related software (MS Office, Database, Access). Proven ability to deal with and resolve incoming calls, as well as complaints.

**B. Working Experience**

**September/2014 - June/2016 - MAXWELL - Tampa, FL**

**Responsibilities:**

* Conduct and perform organizing, filing, and cataloging tasks for all data and document files;
* Organize and manage meetings, conferences, and team building events for over 100 employees and partners;
* Deal with travel arrangements for executive managers and partners, and ensure their comfort throughout the experience;
* Create and maintain weekly calendar and diary in order to assist with setting up and organizing future events such as conferences and gatherings;
* Write and present periodical reports, summary letters, and professional business templates;

**Achievements:**

* Managed to save $10,000 in company expenses by researching and efficiently organizing travel arrangements;
* Leading the organization at a successful international event dedicated to marketing (over 150 guests and professionals in the field);
* Contributed to the increase in customer satisfaction by 25% by leading customer service courses to staff members;

**March/2010 - August/2014 - SMITH&CO - Tampa, FL**

**Responsibilities:**

* In charge of front desk duties, correspondence management, and answering telephone calls;
* Greeting clients and introducing them to the location, while guiding them to the requested office;
* Responsible for updating and managing the database system by maintaining close contact with clients and partners;
* Responsible for managing appointments and meetings for clients, service providers, and third parties;

**Achievements:**

* Increased the efficiency and costs of database managing by introducing the latest database organizing and managing software;

**C. Education and Academic Training**

University of Florida, Tampa, FL, 2009  
BA in Administrative Leadership

**D. Job Related Skills**

* MS Office, Access, Publisher;
* Database, Peachtree;
* Organizing meetings;
* Managing inventories;
* Handling phone calls;
* Managing files;
* Solving travel arrangements;
* Managing databases;
* Processing payrolls;
* Performing front desk duties;

**E. General Skills**

* Great communication skills;
* Outstanding time-management skills;
* Quick learner;