**Administrative Assistant Resume Sample 2**

**Diane Muller**1356 Dwight Street, New York, NY 100882  
*Diane.Muller@email.com*  
(122) 003 8771

**A. Summary**

Over 6 years of experience in administrative assistance, proven skills related to organizing and creating presentations, planning and managing high-end events, and preparing professional monthly reports. Exceptional skills and knowledge of MS Office, and expertise as project manager. Organized and supported a variety of training workshops and courses for fellow employees.

**B. Working Experience**

**May/2011 - Present - KOONS&Co. - Portland, Oregon**

**Responsibilities:**

* Schedule, organize, and manage travel arrangements for supervisors and partners;
* Create and manage travel budgets according to specific, well-researched expenses in order to reduce costs;
* Trained 3 entry-level administrative assistants in order to maintain consistency across practices and front desk services;

**Achievements:**

* Developed and implemented more efficient filing and document organization practices that resulted in savings of over $3,000 yearly;

**June/2009 - May/2011 - JOHNSON’S MANAGING - Portland, Oregon**

**Responsibilities:**

* Working with specific administrative documents, and maintaining a clear and well-organized working space;
* Responsible for dealing with incoming calls, messages, and e-mails in real time, as well as contacting third parties on behalf of the company;
* Assisting managers and superiors with daily front desk task such as document filing and recording meeting transcripts;

**Achievements:**

* Awarded Employee of the Year for outstanding results in 2010;
* Organized an event attended by 150 international guests from Europe and Canada;

**C. Education and Academic Training**

Portland College of Art,BA in Contemporary Politics, graduated 2008

**D. Job Related Skills**

* Microsoft Office pack, Databases;
* Fluency in German and French;

**E. General Skills**

* Quick learner, little or no training courses required;
* Ambitious and hard-working;
* Great communication skills;