

Administrative Assistant Resume Sample 1

Alex Hudson

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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. Highly organized and efficient. Looking for a working environment where I can develop my skills further.

B. Working Experience

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

Responsibilities:

- Perform organizing, filing, and cataloging tasks for all data and documents;
- 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 calendars 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;
- 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;
- Greet clients and introduce 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 with clients, service providers, and third parties;

Achievements:

- Increased the efficiency and decreased the costs of database managing by introducing the latest database organizing and managing software;
- Lead the organization at a successful international event dedicated to marketing (over 150 guests and professionals in the field);

C. Education and Academic Training

BA in Administrative Leadership, University of Florida, Tampa, FL, 2009
Business Writing Seminar, 2010

D. Job Related Skills

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

E. General Skills

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