**Administrative Assistant Resume Sample 2**

**Diane Muller**
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**A. Summary**

Skilled administrative assistant with over 6 years of experience in the field, proven skills related to organizing and creating presentations, planning and managing high-end events, and preparing professional monthly reports. Exceptional skills and knowledge of Microsoft Office, and expertise as project manager. Organized and supported a variety of training workshops and courses for fellow employees. Looking for a job at a company that will allow me to develop my administrative skills.

**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;
* Train entry-level administrative assistants in order to maintain consistency across practices and front desk services;
* Greet visitors and answer phone calls;
* Coordinate office supplies and inventory orders;

**Achievements:**

* Developed and implemented more efficient filing and document organization practices;
* Saved the company over $3,000 yearly in organizational costs;

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

**Responsibilities:**

* Work with specific administrative documents, and maintain 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;
* Assist managers and superiors with daily front desk task such as document filing and recording meeting transcripts;
* Maintain office equipment like computers, copiers, and printers;
* Replenish office supplies stocks;

**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**

BA in Contemporary Politics, Portland College of Art, Portland, OR, 2008
Advanced Microsoft Office Training Course, 2009

**D. Job Related Skills**

* Proficiency in the Microsoft Office pack, Databases;
* Fluency in German and French;
* Organizing meetings;
* Answering and managing phone calls;
* Managing documents, files, and inventories;
* Greeting guests;
* Distributing correspondence and incoming messages;
* Organizing travel plans;
* Recording and transcribing meetings;

**E. General Skills**

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