

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;