

EXECUTIVE ASSISTANT RESUME (COMBINATION)

212 Mulholland Drive, Los Angeles, CA 42145 | (555) 222-2222 | sally.jones@gmail.com

SUMMARY OF QUALIFICATIONS

- Executive Assistant with 4+ years of experience in administrative support to corporate executives
- Oversaw increase in efficiency by 25% by optimizing internal filing and communication systems
- Led monthly administrative assistant meetings to stay connected and address any problems encountered during the previous month
- Worked well with clients, co-workers and bosses – never received a single HR complaint and received written commendation 10 separate times from clients
- Organized quarterly parties for our office, which helped strengthen company loyalty and promoted team bonding
- Received “Assistant of the Year” award while working at Waypax Inc. during the 2013 fiscal year

SKILLS

- Experienced and quickly learn office basics, including printers, fax machines, scanners, etc.
- Proficient and effectively use MS Office Suite, as well as cloud-based systems (Google Drive, Apple Suite, etc.)
- Typing speed: 85WPM
- Proficient with CRM systems

RELEVANT WORK HISTORY

WAYPAX INC.

EXECUTIVE ASSISTANT | WALNUT CREEK, CA | 2012 – PRESENT

- Manage partner agendas, making sure efforts are focused on strategic growth and development
- Coordinate communication and channels, plan logistical items (e.g., transportation, accommodation, etc.), and prioritize tasks around them
- Basic accounting duties, including expense reports, invoices, and purchase orders
- Uphold confidentiality standards across all communication and documentation platforms

GREEN LEAF FINANCIAL

ADMINISTRATIVE ASSISTANT | SAN RAMON, CA | 2009 – 2012

- Managed appointment calendar for the firm; wrote and prepared confidential communications; filed expense reports
- Planned company travel calendar as well as reservations, ticketing, and transportation; under my planning firm reduced travel spending by 14%
- Point of contact for incoming calls; managed calls with courtesy and passed on messages with accuracy
- Facilitated 8+ monthly meetings as well as their logistics, including preparing materials and refreshments, scheduling with partners, and making facilities ready)

EDUCATION

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO, CA

BACHELOR OF ARTS IN MARKETING, MAY 2009

• GPA: 3.0/4.0

Summary Of Qualifications Examples Admin Assistant

**Brigitte Niedzwiecki, Julie Pepper, P.
Ann Weaver**



Summary Of Qualifications Examples Admin Assistant:

Handbook of Geriatric Care Management Cathy Jo Cress, 2015-10-26 *Handbook of Geriatric Care Management* Fourth Edition is a comprehensive and practical guide for care managers that addresses the multiple needs of aging adults and their families. An ideal teaching tool, it guides students and professionals along the journey of becoming a successful care manager. New to this edition are two new chapters on working with older veterans and helping clients with depression. Completely updated and revised, the Fourth Edition provides updated ethics and standards, a focus on credentialing and certification, numerous case studies, sample forms and letters, and tips for building and growing a care manager business. **Handbook**

of Geriatric Care Management Cathy Cress, 2007 This book is a reference which addresses the many settings that geriatric care managers find themselves in, such as hospitals, long term care facilities, and assisted living and rehabilitation facilities. It also includes case studies and sample forms. Suggestions for the Applicant Michael Griffith, 2011-10-03 This book is

intended to be simple and to the point. There are examples for every suggestion in this book. This is not intended to be an in-depth study of every issue you will encounter while searching for a job and going through the interview process. I do not believe that the average job seeker is concerned with this. I believe the average job seeker wants to know what to do, how to do it, what not to do, and how to avoid it. This book is titled *Suggestions for these reasons*. These are simple suggestions for anyone seeking a job. My hope in writing this book is to enable you to be strategic and effective in obtaining meaningful employment. **The Administrative Dental Assistant - E-Book** Linda J. Gaylor, 2011-11-28 Stay on top of the latest

industry advancements, technology, and skill sets with *The Administrative Dental Assistant* 3rd Edition. This comprehensive textbook delivers all the latest information and skill practice you need to succeed in the paperless era, technology, forms, and equipment in use today, up-to-date coding information, HIPAA and OSHA guidelines, functions of the dental business, office communication, and critical thinking exercises, and in-depth instruction for completing common tasks such as scheduling, bookkeeping, electronic record regulations, and insurance coding. A companion workbook and online tools offer interactive games, identification exercises, daily task simulations, and practice management software to supplement your text learning, polish your skills, and prime you for a successful career in the modern dental office. **Human Resource Management**

Talya Bauer, Berrin Erdogan, David Caughlin, Donald Truxillo, 2019-01-02 Winner of the 2020 Most Promising New Textbook Award from the Textbook Academic Authors Association (TAA). Human resources is rapidly evolving into a data-rich field, but with big data comes big decisions. The best companies understand how to use data to make strategic workforce decisions and gain significant competitive advantage. *Human Resource Management: People, Data, and Analytics* introduces students to the fundamentals of talent management with integrated coverage of data analytics. Features tied to SHRM competencies and data exercises give students hands-on opportunities to practice the analytical and decision-making skills they need to excel in today's job market. Engaging examples illustrate key HRM concepts and theories, which brings many traditional HRM topics

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Medical Office Administration

E-Book Brenda A. Potter, 2013-12-15 To succeed in today s medical front office you need a resource that will help you learn not only the principles of medical office administration but also how to apply your factual knowledge to the many complex scenarios that may arise in the medical office environment Reflecting Brenda Potter s first hand experience as an active instructor Medical Office Administration A Worktext 3rd Edition combines instruction and application to help you develop the knowledge and skills you need to think critically and respond confidently to the challenges you ll encounter on the job It includes procedures to be used with Medisoft Version 18 which allows you to practice the day to day activities as if you were in an actual office setting An optional upgrade package is available which includes a Medisoft Version 18 Demo CD ISBN 9780323279789 Engaging worktext format makes it easier to apply what you ve learned to the real world breaking up the content into manageable segments and providing case studies critical thinking exercises role playing exercises and collaborative learning activities Real world examples apply important concepts to the medical office setting A conversational writing style makes it easier to read and understand the material HIPAA Hints ensure that you comply with HIPAA mandates UNIQUE The Diverse Community of Patients chapter addresses the important issue of cultural diversity Procedure boxes offer step by step instructions on how to perform specific administrative tasks Procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on CAAHEP competencies Learning objectives show the key points that you are expected to learn in each chapter NEW Medisoft v18 software allows you to practice common administrative tasks with real world office management software Medisoft sold separately NEW Coverage of ICD 10 coding prepares you for the October 2014 transition to ICD 10 UPDATED EHR coverage applies administrative concepts and procedures to their use within the Electronic Health Record NEW electronic procedure checklists on the Evolve companion website measure how well you have mastered procedures

Resumes For Dummies Joyce Lain

Kennedy, 2011-01-13 Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has caused a 10% unemployment rate affecting 15.3 million Americans having a winning resume is vital to securing an interview and it demands a fresh look at how you write

your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and jobsearching Instructions for writing an inclusive core resume Tips on targeting a known position or tailoring a resume to specific industries Common resume writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age Resumes For Dummies is your go to guide for getting your foot in the door

Sure Success in Interviews Jayant Neogy,2002-12-06 An interview is a necessary component after a written examination During an interview an effective presentation can always tilt the balance in your favour To make you a winner this book brings you many sure shot tips and topics never offered before by any contemporary book

Ten Steps to a Federal Job Kathryn K. Troutman,2002 Identify the federal job titles that match your skills

Special Regulations United States. Department of the Army,1954

Career Essentials: The Resume Dale Mayer,2011-04-15 In our current economic conditions job hunters are struggling to attain the perfect job The Internet has made job hunting easier but has made getting the job actually harder It s so easy to apply for jobs today that employers are overwhelmed often receiving thousands of applications per job opening Somehow you have to make sure your application rises to the top of this pile How Through your r sum it s the single most powerful marketing tool you have to showcase your skills and accomplishments That s what this book is all about It shows you how to create the best r sum for you and the job you are applying for There are chapters on the different r sum formats and how to choose the appropriate one for your situation There s a chapter showing you what belongs in each section of the resume and there s even a chapter on how to showcase your skills in the most powerful way There is a section on mistakes to avoid and tips for dealing with any problematic areas Underqualified Overqualified Each of these issues and many more are addressed in this book as is a rarely discussed security issue from posting your resume all over the Internet There is also a chapter on the power of words that will help you to maximize your writing to make your r sum the most powerful selling tool possible Even better all this information is presented in a straightforward style that makes this book easy to read and the instructions even easier to follow Isn t it time you seek out the next step in your life This books has been recently revised and released on April 18 2012

Announcing FY '88 Courses in Administration, Clerical and Secretarial Skills, Communications, Management Analysis, Program and Information Analysis Washington Area Service Center (U.S.). Washington Training and Development Services,1987

Resumes For Dummies Laura DeCarlo,2015-07-14 Master the art of resume writing and boost your chances of getting hired With unemployment rates still running high getting an edge up on the competition in your field whatever it may be can be an intimidating and exhausting undertaking Luckily Resumes For Dummies is here to serve as your life raft as you navigate the murky waters of a modern day job search Inside you ll find expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams There s nothing easy and breezy about looking for a new job whether you currently have one or not But rather than

succumbing to the panic that might convince you to hide under the covers Resumes For Dummies arms you with the confidence you need to write a resume that will have prospective employers knocking your at your door Includes tips on avoiding common resume writing mistakes Provides updates on the latest changes in the job market that you ll need to take into account when writing a resume Outlines how to approach a lay off in a professional light Covers how to confront privacy and reputation issues in online social job search Whether you re a recent graduate second timer looking for your next job prime timer who hasn t job searched in decades or the unfortunate victim of a lay off Resumes For Dummies takes the fear out of putting your skills on paper and sets you on the path to getting your foot in the door and landing the job of your dreams

Umiker's Management Skills for the New Health Care Supervisor Rachel Ellison,2023-10-13 Written for those who have little or no management training Umiker s Management Skills for the New Health Care Supervisor comprehensively covers what the new health care supervisor will need to know to be successful in their career Through real world cases studies readers gain insight into a supervisor s day to day interactions with patients colleagues outside stakeholders and their employees Updated throughout to cover the many ongoing challenges of the COVID 19 pandemic on healthcare supervisors and managers the new Eighth Edition offers an all new chapter on ethics in the workplace new materials on the aging workforce and women in health care virtual meeting remote jobs and working from home different types of mentorships the increase in importance of value based care sexual harassment and the METOO movement and much more

Resources in Education ,1997 *Resources in Vocational Education* ,1977 Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay,Marie Rutherford,2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents

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reviewing medical terminology anatomy and physiology and pathology With an easy to read style and practical focus paired with a full complement of separately sold adaptive solutions real world simulations EHR documentation experience and HESI remediation and assessment you ll learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession Comprehensive coverage of all administrative procedures prepares you to run a medical office 65 step by step illustrated procedures with rationales break down key administrative skills to master Applied approach to learning helps you use what you ve learned in a real world setting including case scenarios critical thinking exercises procedures videos and interactive online activities Thorough EHR coverage with access to hands on activities incorporates use of SimChart for the Medical Office software sold separately designed to ensure that you are practice ready Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions Summary of Learning Objectives serves as a checkpoint and study tool Robust companion website includes chapter quizzes sample certification exams procedures videos and interactive exercises Patient education and legal and ethical features help relate content to practical use NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid foundation NEW Reorganized and expanded content covers medical office accounts collections banking and practice management to build a deep understanding of the workings of a medical office NEW Artwork focused on the workings of a modern medical office includes updated illustrations and photographs of procedures and medical records NEW Expanded and updated sample certification exams help you practice and prepare for certification NEW Streamlined presentation refines organization and writing for easy comprehension NEW Coverage of patient centered care featured throughout textbook

RESUME How to make your resume stand out Gyan Shankar,2023-04-01 Reading this compact volume is like getting inside the mind of a hiring manager It should be required reading for every job applicant This guide offers a new approach to resume writing and lists steps to take to ensure that your profile is reviewed by both hiring managers and decision makers Whether you are applying for the first job or you ve been in the workforce for 20 years a powerful resume will set you apart from the competition and introduce your name with the air of professionalism employers crave Your resume is your handshake your agent and your marketing department rolled into one and this vital document is an indispensable asset that will expedite your job search and make a prospective employer pick up the phone This guidebook provides a clear well marked path to the construction of effective r sum s and cover letters It is a quick and easy read the language and style make it inviting and it is chock full of information essential to every level of job seeker The author presents the information in such a clear concise well organized way You will feel like an experienced friend is helping you through tricky territory in a very candid yet patient and kind way The book is penned by an ex Corporate HR Head presently a career consultant He holds the qualifications of MBA PGDBM MA PGD HRD PGD Training Develop **The Graphic Designer's Guide to Portfolio Design** Debbie Rose Myers,2011-11-03 This book is developed to provide students with

everything they need to know to make the transition from design student to design professional It provides step by step instruction for creating professional portfolios both traditional and digital Interviewing tips sample resumes and cover letters and action verb lists help students prepare for their job search The second edition includes new sample portfolios robust case studies and updated information on digital portfolio trends and techniques

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