

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

Cathy Jo Cress



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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

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

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

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

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

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

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 to life Whether your students are future managers or future HR professionals they will learn best practices for managing talent in the changing workplace A Complete Teaching Learning Package SAGE Premium Video Included in the Interactive eBook SAGE Premium Video tools and resources boost comprehension and bolster analysis Videos featured include Inside HR interviews where students can hear how real companies are using HR to gain competitive advantage as well as SHRM and TedTalk videos Interactive eBook Includes access to SAGE Premium Video multimedia tools and much more Save when you bundle the interactive eBook with the print version Order using bundle ISBN 978 1 5443 6572 5 SAGE coursepacks FREE Easily import our quality instructor and student resource content into your school s learning management system LMS and save time SAGE edge FREE online resources for students that make learning easier

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The Resume Writing Kit Oreste J. D'Aversa, 2005 Step by Step system to write a effective Resume for today s economy

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

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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