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| **PROFILE** |
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| Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager. |
|  |
| **PHONE** |
| (123) 456-7895 |
|  |
| **EMAIL** |
| lauren.chen@gmail.com |
|  |
| **ADDRESS** |
| 1938 W Augusta Blvd,Chicago, IL 60622 |
|  |
| **LINKEDIN** |
| linkedin.com/in/lauren.chen |
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 | LAUREN CHEN**Administrative Assistant** |
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| **PROFESSIONAL EXPERIENCE** |
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| **Administrative Assistant** |
| Redford & Sons, Chicago, ILSep 2019 – Present |
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| * Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
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| **Secretary** |
| Bright Spot Ltd, Boston, MA Jun 2017 – Aug 2019 |
|  |
| * Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
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| **Secretary** |
| Suntrust Financial, Boston, MA Jun 2017 – Aug 2019 |
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| * Recorded, transcribed and distributed weekly meetings
* Answered upwards of 20 phone calls daily, taking detailed messages
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| **EDUCATION** |
|  |
| May 2015 |
| **Bachelor Of Arts in English Literature**  |
| River Brook UniversityChicago, IL |
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| Graduated Magna Cum Laude |
|  |
| **KEY SKILLS** |
|  |
| HubSpot | MailChimp**90%****70%** |
| Microsoft Office | Google Workspace**100%****70%** |
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| **ADDITIONAL SKILLS** |
|  |
| Spanish (Intermediate) |
| 90% |
|  |  |  |  |  |  |  |  |  |  |  |
|  |
| Typing speed of 70 WPM |
| 80% |
|  |  |  |  |  |  |  |  |  |  |  |
|  |
| Problem Solving |
| 90% |
|  |  |  |  |  |  |  |  |  |  |  |
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| Team Leadership |
| 90% |
|  |  |  |  |  |  |  |  |  |  |  |
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|  **Logo  Description automatically generated****Dear Job Seeker,****Want to make a lasting impression on employers?** Our sleek new resume templates feature a space for your profile photo, ensuring that hiring managers remember your application. Our resume templates with photos are ideal if you’re applying for a job that requires a headshot, like a position as an [actor](https://resumegenius.com/resume-samples/acting-resume-example), [model](https://resumegenius.com/resume-samples/model-resume), or [theatre](https://resumegenius.com/resume-samples/theater-resume) performer.However, if you’re applying for work in the US or UK, you should **avoid** using a [resume with a picture](https://resumegenius.com/blog/resume-help/including-a-resume-picture) on it because companies consider it an HR risk. If you’re struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right personfor the job:·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads) Once you have a great resume, pair it with a convincing cover letter using our matching cover letter templates. Here are a few resources to help you write a cover letter that gives your application the boost it needs to landyou an interview:·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)Best regards, Shape  Description automatically generated with medium confidence**IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” |