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| |  | | --- | |  | |  | | **PROFILE** | |  | | 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 | |  | | LAUREN CHEN  **Administrative Assistant** | |
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| |  | | --- | |  | | **PROFESSIONAL EXPERIENCE** | |  | | **Administrative Assistant** | | Redford & Sons, Chicago, IL Sep 2019 – Present | |  | | * 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 | |  | | **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 | |  | | **Secretary** | | Suntrust Financial, Boston, MA  Jun 2017 – Aug 2019 | |  | | * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | | | | | | | | | | **EDUCATION** | | | | | | | | | | | | |  | | | | | | | | | | | | | May 2015 | | | | | | | | | | | | | **Bachelor Of Arts  in English Literature** | | | | | | | | | | | | | River Brook University  Chicago, IL | | | | | | | | | | | | |  | | | | | | | | | | | | | Graduated Magna Cum Laude | | | | | | | | | | | | |  | | | | | | | | | | | | | **KEY SKILLS** | | | | | | | | | | | | |  | | | | | | | | | | | | | HubSpot | | | | | | MailChimp  **90%**  **70%** | | | | | | | Microsoft Office | | | | | | Google Workspace  **100%**  **70%** | | | | | | |  | | | | | | | | | | | | | **ADDITIONAL SKILLS** | | | | | | | | | | | | |  | | | | | | | | | | | | | Spanish (Intermediate) | | | | | | | | | | | | | 90% | | | | | | | | | | | | |  |  |  |  |  |  | |  |  |  |  |  | | |  | | | | | | | | | | | | | Typing speed of 70 WPM | | | | | | | | | | | | | 80% | | | | | | | | | | | | |  |  |  |  |  |  | |  |  |  |  |  | | |  | | | | | | | | | | | | | Problem Solving | | | | | | | | | | | | | 90% | | | | | | | | | | | | |  |  |  |  |  |  | |  |  |  |  |  | | |  | | | | | | | | | | | | | Team Leadership | | | | | | | | | | | | | 90% | | | | | | | | | | | | |  |  |  |  |  |  | |  |  |  |  |  | | |  | | | | | | | | | | | | |
| **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 person  for 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 land  you 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” | | |