

Jennifer Example

1234 Resume Boulevard

Rochester, NY 14620

585-555-1212

Objective:

Full-time position as an Administrative Assistant.

Education:

Associate in Applied Science, Secretarial Science-Executive, May 2005

Monroe Community College, Rochester, NY

Overall GPA: 3.05

Relevant Courses:

Accounting I & II

Office Transcription

Administrative Office Management

Presentations and Desktop Publishing

Word Processing I, II, & III

Administrative/Secretarial Procedures

Records Management

Professional Communications

Skills:

- Able to prioritize tasks and handle frequent interruptions
 - Excellent written and interpersonal communication skills, and language/editing skills
 - Word processes 75+ WPM
 - Knowledge of database and accounting programs
 - Proficient in Windows and Windows-based applications, such as Microsoft Office, Internet applications, and communications software
 - General web building, design and graphics skills
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Work Related Experience:

Intern/Co-Op, Monroe Community College, Rochester, NY, Spring 2004

- Assisted the Administrative Assistant to the Director of the Technology Center
- Answered telephones, scheduled appointments, and help-desk assistance
- Recorded/typed minutes for monthly departmental meetings
- Created report for department end of year evaluation of services
- Researched and presented a PowerPoint presentation on technology web-sites

Secretary, ABC Corporation, Rochester, NY, May 2002-January 2004

- Performed basic secretarial duties including typing, preparing the payroll, and answering and screening telephone calls
- Created and maintained all the front office filing, including keeping track of all sales orders, from origination through all stages of fulfillment and delivery
- Responsible for the maintenance of the computer, printing and office equipment

Sales Force Head, Bed, Bath & Beyond, Pittsford, NY, May 1997-May 2002

- Clerical, including dealing with vendors, processing purchase orders, incoming and outgoing transfers and dealing with sales associates at other stores
 - Special emphasis on customer service, including handling all customer special orders
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References:

Available upon request.