

ADMINISTRATIVE ASSISTANT CV

Sample by: CV Genius

T 07123 456 789

E your.name@email.com

A 38 Albert Road, Lancashire, PR1 6DE

L linkedin.com/in/your.name

PERSONAL STATEMENT

Highly organised Administrative Assistant with 7 years of experience in large corporate office settings. Well-versed in coordinating schedules, meetings, and communications with external vendors. Possess strong multi-tasking skills and ability to assist customers via phone and email within short timeframes. Seeking to advance into an executive assistant position by taking on more challenging responsibilities at [Company Name].

WORK EXPERIENCE

PEARL LEMON, Lancashire

Administrative Assistant, July 20xx – Present

- Oversee weekly meetings by booking conference rooms, confirming attendance, organising notes, and distributing appropriate documentation to each member ahead of time
- Schedule appointments and manage the monthly calendars of 10 members of the B2B marketing team
- Manage a budget of £150,000 to help arrange international trips for executives as well as business events for senior managers
- Strengthened project-related communications between departments and clients, leading to an 18% increase in customer satisfaction
- Improved online databases of client accounts and external vendors, and developed an automated filing system for both digital documents and hard copies

ORIEL PARTNERS, London

Office Assistant, January 20xx – June 20xx

- Assisted 3 senior executives with their daily work schedules, conference meetings, and travel plans
- Planned and executed annual office receptions by researching venues, selecting vendors, and updating guest lists as needed
- Spearheaded the transition from paper receipts to online invoicing and updated payroll database with employee payment information

LOVE SUCCESS Ltd, London

Receptionist, May 20xx – December 20xx

- Answered 45+ calls per day, helped guests with their enquiries, and routed courier services
- Improved archive efficiency by 15% by implementing a new automated system for filing physical mail and faxed documents
- Monitored inventory, including stock orders, material requisition, and incoming shipments

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Federal Office Assistant Examination United States Civil Service Commission, 1973 *Federal Office Assistant Examination* Elizabeth D. Johnson, 1976 UPPCL Executive Assistant Exam (Paper I & II) | 20 Mock Tests (2300+ Solved Questions) EduGorilla Prep Experts, 2022-08-04 Best Selling Book in English Edition for UPPCL Executive Assistant Exam with objective type questions as per the latest syllabus given by the Uttar Pradesh Power Corporation Limited Compare your performance with other students using Smart Answer Sheets in EduGorilla's UPPCL Executive Assistant Exam Practice Kit UPPCL Executive Assistant Exam Preparation Kit comes with 20 Tests Paper I II with the best quality content Increase your chances of selection by 16X UPPCL Executive Assistant Exam Prep Kit comes with well structured and 100% detailed solutions for all the questions Clear exam with good grades using thoroughly Researched Content by experts Social Investigator Trainee, Recreation Leader Arco Publishing Company, 1962 **Administration Reports ...** British Guiana, 1918

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