

Entry-Level Administrative Assistant

Profile

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

[See CareerOne's advice articles, videos and resume building tool here](#)

Education

ABC SCHOOL, Sometown, NSW

Executive Assistant Certificate, 2008

Relevant Courses:

- Project Management for Executive Assistants
- MS Office for Professional Staff
- Electronic Presentations for Business Professionals
- Keyboarding and Document Formatting
- Communication Skills for Executive Assistants
- Finance for the Non-Financial Manager
- Professional Office Procedures

Professional Development:

- Microsoft Office Specialist (MOS), 2007

Key Skills

Office Skills:	<i>Office Management Records Management Database Administration</i>	<i>Spreadsheets/Reports Event Management Calendaring</i>	<i>Front-Desk Reception Executive Support Travel Coordination</i>
Computer Skills:	<i>MS Word MS Excel MS PowerPoint</i>	<i>MS Outlook MS Access MS Project</i>	<i>MS Publisher FileMaker Pro Windows</i>

Experience

ABC SCHOOL, Sometown, NSW

Assistant / Practicum, 2007 to 2008

Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the assistant to the registrar and admissions offices. Coordinated travel arrangements, maintained database and ensured the delivery of premium service to students. Quickly became a trusted assistant known for "can-do" attitude, flexibility and high-quality work. *Highlights:*

- Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new students. Established strong relationships to gain support and effectively achieve results.
- Helped coordinate dozens of recruitment events (average of 12 large gatherings per year) that contributed to consistently high enrollment levels.
- Entrusted to manage office in the supervisor's absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
- Co-developed comprehensive, 60-page training manual that enabled faster ramp-up for newly hired support staff.
- Developed innovative PowerPoint presentation used by the Office of Admissions to market executive support programs to potential students.
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.