

WILLIAM SMITH

999 Main Street • Any Town, NY - 99999 • 999-999-9999 • email@yahoo.com

Executive Administrative Assistant & Office Manager

Dedicated and technically skilled business professional with a versatile human resource management and administrative support skill set developed through experience as an office manager, secretary, executive administrative assistant, data entry specialist, human resource assistant and word processing clerk.

Excels in resolving employer challenges with innovative solutions systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line,

Offer advanced computer skills in MS Office Suite, KRONOS, SharePoint, Report2Web, PRC, Easy View, QuickBooks, ORACLE and other software applications/systems.

Key Skills

Office Management	Report & Document Preparation	Records Management
Teambuilding & Supervision	Spreadsheet & Database Creation	Meeting & Event Planning
Staff Development & Training	Accounts Payable/Receivable	Inventory Management
Policies & Procedures Manuals	Bookkeeping	Accurate Typing Speed - 77 WPM

Experience

ABC INC., Any Town, NY

2009 to Present

Executive Administrative Assistant, 12/09 to Present

- Develop and implement a program for Security Officer Training to ensure compliance with federal and state regulations.
- Develop and implement a functioning business plan consistent with the existing Company mission and services guide.
- Develop a comprehensive program of services guide in cooperation with the President and Vice President of Buffalo Security.
- Communicate openly and effectively with staff, vendors, and clients.
- Assist with the selection, training, and assignment of personnel.
- Develop and implement policies and procedures in the operation of the company.
- Assist with the administration of the budget.
- Assist in maintaining records and filing necessary reports.
- Assist in compliance with legal and regulatory requirements of the various governmental agencies.
- Plan and organize the day to day procedures to provide for efficient operation of the Company.
- Other duties as assigned by the President and Vice President.

XYZ CORP., Any Town, NY

Executive Administrative Assistant, 6/09 to 12/09

- Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- Respected and well-regarded by management and co-workers. Consistently receive high marks for excellent performance.
- Very well organized and comfortable working in a multi-tasking project-oriented environment.
- Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- An effective team player that understands the value of working together towards a common goal.

BCD INC., Any Town, NY

Executive Assistant, 6/09 to 12/09

- Revised, modified, organized, gathered information and went on site visits for monthly meetings and bi-annual events.
- Organized and gathered information for monthly reports.
- Managed confidential and sensitive correspondence.
- Calculated and processed expense reports.
- Processed invoices.
- Updated and maintained calendars and appointment schedules.
- Handled all travel arrangements.

Education

UNIVERSITY OF CALIFORNIA

Bachelor of Business Administration

Human Resource Management concentration

UNIVERSITY OF CALIFORNIA

Associate in Arts

Marketing

NEW YORK HIGH SCHOOL, Any Town, NY

Diploma