

Garrett Barnes

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example-email@example.com

Profile

Dedicated IT Assistant skilled at managing documentation meeting support and client coordination to ensure optimal department operations and team efficiency. Well-versed in IT client and staff needs with excellent time management communication and interpersonal abilities.

Core Qualifications

- Clerical skills
- Database oversight
- Type 80 WPM
- Documentation
- Analysis and reporting
- Administrative support
- Business correspondence
- Writing and proofreading
- Meeting coordination
- Web content management

Professional Experience

IT Assistant Tantamount Designs

2/1/2012 - Current
New Cityland, CA

- Draft new business correspondence reports and presentations.
- Facilitate interdepartmental communication for projects.
- Proof and format documents for new publications and client access.
- Book meetings and staff travel arrangements.
- Stock supply areas and order new inventory.

IT Assistant Red Bug Computers

8/1/2008 - 1/1/2012
New Cityland, CA

- Updated company website with latest information.
- Managed reception area and building security access.
- Received and routed incoming mail and packages.
- Prepared outgoing documents for shipment.
- Communicated information to visitors regarding meeting locations and personnel.

IT Assistant The Napoli Group

5/1/2003 - 7/1/2008
New Cityland, CA

- Maintained complete documentation for client and project information.
- Scheduled management travel and organized supporting documents.
- Organized and supported meetings with presentations and files.
- Responded to in-person and telephone requests for information.
- Conducted visitors to correct building locations.

Education

Bachelor of Arts - English Great Western University

2004
New Cityland, CA

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