

Chronological Resume Sample

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OBJECTIVE

To acquire a challenging administrative position.

SUMMARY OF QUALIFICATIONS

- Four years of office management experience with progressive responsibilities.
- Consistent record of increasing productivity by maintaining effective relationships within departments and offices.
- Excellent MS Office Skills.
- Bilingual : Spanish / English.

PROFESSIONAL EXPERIENCE

Administrative Secretary to Director, Corporate Communication, Edison, NJ
2001-Present

- Independently responsible for inter-department communication with over 50 departments.
- Prepared estimates and proposals for new publications.
- Streamlined all the paperwork that generates annual, quarterly and monthly reports.

Administrative Secretary to Vice President, Office Services, Berliner Inc., Sacramento, CA 2000-2001

- Set up and managed office procedures for 15 departments.
- Provided office support for 12 managers.
- Improved the quality of customer service and inventory systems.

Office Manager, Hewlett-Packard, Cupertino, CA
1999-2000

- Responsible for all office equipment's and stationary.
- Supported the front receptionist desk.
- Ordered stationary for and dealt with 5 departments.

EDUCATION

A.A., Office Administration, Ohlone College, January 2002.
Certification in MS Office, Mission College.