**Anthony J. Brannum**

3155 Terry Lane

Melbourne, FL 32935

Phone: 321-254-7221

Email: ajbrannum@anymail.com

**Career Objective:**

Seeking a general administrator position at "Hindalgo Corporation," to support daily office operations and handle clerical tasks.

**Summary of Skills:**

* Experienced in handling administrative and clerical duties
* Ability to schedule and maintain appointments for executives
* Excellent communication, typing, and computer skills
* Ability to use and handle minor repair works of office equipment
* Skilled in drafting, filling, and disseminating official correspondence
* Excellent organizational, multi-tasking, and coordination skills

**Work Experience:**

General Administrator

Litaca Group, Melbourne, FL

October 2014 - Present

* Drafting, distributing, and filling letters, memos, and reports
* Taking dictation and transcribing notes and voice recordings
* Supporting sales and IT departments in daily operations
* Scheduling and coordinating meetings and travel arrangements
* Receiving and delivering messages and parcels to appropriate person
* Answering and transferring phone calls and messages to right person

General Administrator

Swanson Group, Melbourne, FL

April 2013 - September 2014

* Answered phones, maintained files, and performed photocopying, and faxing
* Responded to emails of clients and fixed meetings with the management
* Handled office operations as per the set budget and maintained records
* Ensured office equipment are in proper working conditions and serviced regularly
* Arranged for facility tour for visitors by coordinating with respective departments
* Maintained confidentiality of official correspondence and reports

**Education:**

* High School Diploma  
  St. Xavier School, Melbourne, FL  
  2012

**Reference:**

On request.