***Entry-Level Administrative Assistant***

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| **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](http://resume.careerone.com.au/) |

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| **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
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| *Professional Development:** Microsoft Office Specialist (MOS), 2007
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| **Key Skills** | **Office Skills:** | *Office Management**Records Management* *Database Administration* | *Spreadsheets/Reports**Event Management**Calendaring* | *Front-Desk Reception**Executive Support**Travel Coordination* |
| **Computer Skills:** | *MS Word**MS Excel**MS PowerPoint* | *MS Outlook**MS Access**MS Project* | *MS Publisher**FileMaker Pro**Windows* |

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| **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.
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