|  |
| --- |
| Your Name |
| * 101 Main St. Springfield, CA 90001
* (213) 555-12345
* (310) 555-2345
* xxxx@example.com
 |
| Objective |
| * Highly organized secretary with extensive experience in office administrations seeks the opportunity to grow as a professional and improve administrative functions.
 |
| Professional Profile |
| * **Secretary and Manager assistant**

Company’s Name2006-Present* **Secretary and administrative assistant**

Company’s Name2004-2006 * **Secretary and receptionist**

Company’s Name2000-2004 |
| Education |
| * **University name**

DegreeYears* **University name**

DegreeYears |
| Skills |
| * Microsoft Office
* English, Spanish (advanced)
 |
| References |
| * Include references
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