

**K A T H L E E N C O G G I N S**

ADMINISTRATIVE ASSISTANT

**Email:** youremail@gmail.com

**Phone:** 895 555 555

**Address:** 4397 Aaron Smith Drive Harrisburg, PA 17101

**Linkedin:** linkedin.com/in/yourproﬁle

**AWARD RECEIVED**

Organization

2015

**CERTIFICATION #1**

Location, Date

**DEGREE NAME / MAJOR**

University, Location

2006 - 2011

**DEGREE NAME / MAJOR**

University, Location

2011 - 2015

**SECRETARY**

*Bright Spot LTD, Boston, MA / June 2015 – August 2018*

* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals

**ADMINISTRATIVE ASSISTANT**

*Redford & Sons, Boston, MA / September 2018 - Present*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members

**CONTACT**

**RESUME OBJECTIVE**

**SKILLS**

**AWARDS**

**EDUCATION**

**EXPERIENCE**

Problem Solving Adaptability Collaboration

Strong Work Ethic

Time Management

Critical Thinking Handling Pressure

Leadership

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

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**Dear Job Seeker,**

Our 2021 resume template is perfect for highlighting your relevant qualifications for any job.

A two-column resume format lets you emphasize your skills and additional information alongside your work experience. That feature makes the 2021 template ideal for:

·   [Recent Graduates](https://resumegenius.com/blog/resume-help/college-graduate-resume)

·   [College Students](https://resumegenius.com/resume-samples/college-student-resume-example)

·  Anyone applying to a technical job

·   [People Changing Careers](https://resumegenius.com/blog/resume-help/career-change-resume)

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

