



# ANGELA WILKINSON

ADMINISTRATIVE ASSISTANT

 youremail@gmail.com

 895 555 555

 4397 Aaron Smith  
Drive Harrisburg, PA  
17104

 linkedin.com/in/yourprofile

## SKILL

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

## EDUCATIO

DEGREE NAME / MAJOR  
University, Location  
2007 - 2013

DEGREE NAME / MAJOR  
University, Location  
2006 - 2011

CERTIFICATION #1  
University, Location

## AWARD

AWARD RECEIVED  
organization  
2015

## RESUME

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.

## EXPERIENC

### ADMINISTRATIVE ASSISTANT

*Redford & Sons, Boston, MA / September 2016 - 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

### SECRETARY

*Bright Spot LTD, Boston, MA / June 2013 – August 2016*

- 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
- Recorded, transcribed, and distributed minutes of meetings

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