

Sample Resume

Susan Johnmire
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(954) 555-5512

Professional Summary

Administrative Assistant with more than ten years of experience in a variety of industries providing support to senior executives. Excellent time management skills with demonstrated ability to prioritize and handle multiple projects in face-paced environments. Customer service focus. Detail-oriented with success implementing solutions to create optimal efficiency. Work well independently and as a team member. Strong interpersonal and communication skills with the ability to collaborate with diverse individuals.

Professional Experience

Executive Assistant to V.P. of Sales

American Manufacturing Company, Miami, FL

March 1999 – Present

- Ø Generated monthly sales reports for the department
- Ø Functioned as secretary to Vice President
- Ø Supervised clerical staff of two people
- Ø Coordinator travel arrangements for entire department

Administrative Assistant

ABC Company, Rochester, NY

March 1994 – January 1998

- Ø Handled all correspondence generated by Sales Manager
- Ø Trained other assistants in department on new computer system
- Ø Maintained all sales and commission records for department

Administrative Assistant to CFO

Publix Grocery Stores – Corporate, Miami, FL

May 1988 – February 1994

- Ø Maintained confidential records and investor relations database
- Ø Acted as liaison with banks and investment firms
- Ø Assisted with coordination of move into new corporate headquarters
- Ø Performed all secretarial duties for CFO and COO
- Ø Coordinated all travel arrangements for department
- Ø Negotiated contracts with service providers

EDUCATION

University of Rochester
BS, Business

SPECIAL SKILLS

Microsoft Word, Excel, Lotus, AmiPro

LANGUAGES

Fully Bilingual – English/Spanish

References are furnished Upon Request.