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| **DAVID PÉREZ** | | | | |
| 1938 W Augusta Blvd, Chicago, IL 60622 • (212) 204-5342 • david.perez@gmail.com | | | | |
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| **OBJECTIVE** |  | Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses 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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| **PROFESSIONAL EXPERIENCE** |  | **Administrative Assistant**  Redford & Sons *-* Chicago, IL | **Sep 2019 – 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 | | |
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| **Secretary**  Bright Spot LTD. *-* Chicago, IL | **Jun 2017 – Aug 2019** | |
| * Typed 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 while being careful to adhere to budgeting practices * Greeted visitors and helped them either find the appropriate person or schedule an appointment | | |
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| **Secretary**  Suntrust Financial *-* Chicago, IL | **Jun 2015 – Aug 2017** | |
| * Recorded, transcribed and distributed weekly meetings * Answered upwards of 20 phone calls daily, taking detailed messages * Arranged appointments and ensured executives arrived to meetings with clients on time | | |
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| **EDUCATION** |  | **Bachelor of Arts in History,**  *Graduated magna cum laude*  River Brook University - Chicago, IL | | **May 2015** |
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| **ADDITIONAL  SKILLS** |  | * Expert in Microsoft Office, with a focus on Excel * Bilingual in Spanish and English * Web and tech savvy, require little to no training * Typing speed of 70 WPM | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  We named it “Executive” for a reason: it's one of our boldest resume templates to date.  The “Executive” resume template opts for a larger professional experience section, so that you can display your extensive work experience. It also implements a sidebar that eloquently mirrors every section. This way the hiring manager can easily navigate through your resume.  The Executive is best for individuals with robust work experience, such as [executives](https://resumegenius.com/resume-samples/executive-resume-examples), [general managers](https://resumegenius.com/resume-samples/general-manager-resume), or even [business owners](https://resumegenius.com/resume-samples/business-owner-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](https://resumegenius.com/blog/resume-help/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 [2022 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,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | | | |