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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
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| **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” |