



# Thomas Beasley

## Administrative Assistant

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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 Chicago, IL 60622

 thomasbeasley@gmail.com

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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
- 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

### Secretary

Bright Spot Ltd – Boston, Ma

Jun 2017 – Aug 2019

- 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 supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment

### 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

## EDUCATION

### Bachelor Of Arts in English Literature

River Brook University, Chicago, IL

May 2015

Graduated Magna Cum Laude

## KEY SKILLS

- Microsoft Office
- HubSpot
- MailChimp
- Google Workspace

## ADDITIONAL SKILLS

- Spanish (Intermediate)
- Typing speed of 70 WPM
- Problem solving
- Team leadership

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- [How to Write a Resume](#)
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- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)

Best regards,

*The Resume Genius Team*