

DAVID PÉREZ

Administrative Assistant

PROFILE

Administrative professional with 6 years of experience streamlining office operations and supporting executive leadership. Skilled in executive support, office administration, and process improvement, with a proven ability to optimize workflows, coordinate complex schedules, and maintain organized office environments. Proficient in Microsoft Office Suite, Google Workspace, and project management software.

RELEVANT SKILLS

Executive & Administrative Support

- Manage complex calendars, meetings, appointments, and travel arrangements for supervisors and managers
- Prepare correspondence, memos, emails, reports, and other business documents
- Record, transcribe, and distribute accurate meeting minutes

Office Operations

- Developed new filing and organizational systems that reduced contracted labor costs by \$3,000 annually
- Maintain office supply inventories while adhering to budget guidelines
- Organize digital and physical records to improve efficiency and accessibility

PROFESSIONAL EXPERIENCE

Administrative Assistant

Sep 20XX – Present

Redford & Sons, Chicago, IL

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained two administrative assistants during a period of company expansion
- Developed new filing and organizational practices that saved the company \$3,000 annually in contracted labor expenses

(212) 204-5342
Chicago, IL 60622
your.email@gmail.com
linkedin.com/in/your-name

EDUCATION

Bachelor of Arts in History
River Brook University, Chicago, IL
May 20XX

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Drive)
- Asana, Trello, Monday.com
- Concur
- QuickBooks
- Expense Reporting & Budget Tracking
- Vendor Management
- Client Relations