

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