

David Pérez

ADMINISTRATIVE ASSISTANT

(212) 256-1414
Chicago, IL 60622
your.name@gmail.com
linkedin.com/your-name

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

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.

Professional Experience

ADMINISTRATIVE ASSISTANT

Redford & Sons | Chicago, IL SEP 20XX – PRESENT

- 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

Education

BACHELOR OF ARTS IN HISTORY

Redford & Sons
Chicago, IL
MAY 20XX

Technical Skills

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