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| David Perez |
| **ADMINISTRATIVE ASSISTANT** |
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|  | **PROFILE** | 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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|  |  | (123) 456-7895 |  | davidperez@gmail.com |
|  |  |  |  |  |
|  |  | Chicago, IL 60622 |  | linkedin.com/in/davidperez |
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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
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|  | **Secretary**Bright Spot Ltd – Boston, Ma | June 2017 – August 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 suppled inventories, and always carefully adhered 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 | June 2015 – August 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**River Brook University, Chicago, ILMay 2015Graduated magna cum laude |
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| **KEY SKILLS** | Microsoft Office |
| 90% |
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| HubSpot |
| 80% |
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| MailChimp |
| 90% |
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| Google Workspace |
| 80% |
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| **ADDITIONAL SKILLS** | Spanish (Intermediate)  |
| 90% |
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| Typing speed of 70 WPM |
| 80% |
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| Problem solving |
| 90% |
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| Team leadership |
| 80% |
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