



DENICE HARRIS

Administrative Assistant

PROFESSIONAL EXPERIENCE

Administrative Assistant

Redford & Sons, Chicago, IL | Sep 20XX – 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 policies
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses

Secretary

Bright Spot Ltd - Boston, MA | Jun 20XX - Aug 20XX

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Purchased and maintained office supply inventories, and always carefully adhered to budgeting practices


Secretary

Suntrust Financial - Chicago, IL | Dec 20XX - May 20XX

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages

CONTACT

 (123) 456-7895

 denice.harris@gmail.com

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 linkedin.com/in/denice.harris

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.

EDUCATION

Bachelor of Arts in English

River Brook University - Chicago, IL | May 20XX

Graduated Magna Cum Laude

KEY SKILLS

Microsoft Office

Google Workspace

Slack

HubSpot

MailChimp

ADDITIONAL SKILLS

Spanish (Intermediate)

Typing speed of 70 WPM

Bookkeeping