

# First Last

## Entry Level Administrative Assistant

### WORK EXPERIENCE

#### Resume Worded, New York, NY

##### Entry Level Administrative Assistant

01/2015 – Present

- Provided administrative support at company-wide training events for a 10-person management team.
- Maintained an executive calendar and handled 1200+ invitations for executive business functions, increasing efficiency within the office by 73%.
- Organized travel arrangements for 160+ staff members using websites and booked hotel accommodations at 10% below budget.
- Utilized a multi-line telephone system to direct over 900+ calls to the appropriate personnel and took messages when staff was unavailable.

#### Growthsi, San Francisco, CA

##### Desk Receptionist

06/2010 – 12/2014

- Answered 200+ incoming calls, copied and filed 420+ documents, and maintained stock records of \$5400+ office supplies.
- Responded professionally to over 1100+ customer inquiries via email and phone, leading to new business opportunities for Growthsi.

### VOLUNTEERING ACTIVITIES AND EXTRACURRICULARS

#### Resume Worded's Business Society, New York, NY

##### Inventory Clerk

06/2009 – 04/2010

- Certified loads of vendors and ensured the products arrived within 24 hours of dispatch in good condition.
- Donated excess inventory to 20+ charities, 40+ schools, and 30+ religious houses.

### PROJECTS

#### Assessing Business Efficiency & Inventory

05/2009

- Experimented with 20+ organizational theories, which ensures adequate office inventory levels all year round.
- Discovered new streamlining procedures that boost efficiency by 68% and improve customer satisfaction.

#### Reviewing Customer Experience Rules

04/2009

- Researched how the first point of contact with customers improves 50% of satisfaction scores.
- Established that the bulk of satisfied clients can be traced to greeting, refreshment, and 10+ other courteous gestures.

### CONTACT

- New Orleans, LA (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

### SKILLS

#### Technical Skills:

- Invoicing (Advanced)
- Data Entry (Experienced)
- Word Processing
- Scheduling
- Administrative Assistance

#### Industry Knowledge:

- Office Administration
- Telephone Reception
- Customer Service

#### Tools and Software:

- Google Workspaces
- Microsoft Outlook
- Dropbox
- Google Meet
- TravelPerk

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### EDUCATION

#### Resume Worded University

##### Associate of Applied Science

##### Business Administration

Boston, MA – 05/2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

### OTHER

- Certified Administrative Professional (CAP)
- Certified Professional Secretary
- Certified Administrative Professional

# Administrative Assistant Testing Samples

**Omega Books**



## **Administrative Assistant Testing Samples:**

**Federal Office Assistant Examination** United States Civil Service Commission, 1973      **Federal Office Assistant Examination** Elizabeth D. Johnson, 1976      Medical Assistant & Office Assistant Exam Practice Questions by NCCT Omega Books, Medical Office Assistants are allied health professionals responsible for diverse medical office administrative tasks beginning with primary patient contact through final payment They execute front office functions such as scheduling communicating with healthcare professionals patients and third party payers handle medical records and financial management while maintain compliance with state and federal regulations Preparing for the Medical Assistant NCMA NCMA exam to become a Medical Assistant NCMA NCMA Certified by NCCT Here we have brought 600 Exam Questions for you so that you can prepare well for this Exam medical assistant office assistant by NCCT Unlike other online simulation practice tests you get an ebook version that is easy to read remember these questions You can simply rely on these questions for successfully certifying this exam      **How to Pass the Civil Service Qualifying Tests** Mike Bryon, 2007 The recruitment process for jobs in the Civil Service is tough Competition is fierce especially for applicants entering via the Fast Stream process and candidates must pass qualifying tests to stand a chance of being successful How to Pass the Civil Service Qualifying Tests aims to help applicants reach the standard demanded by the real tests and ultimately achieve their goal of working for the Civil Service This new edition has been updated to include guidance on standard entry as well as additional information Fast Stream access There is a brand new chapter covering questionnaires applicants are likely to encounter plus work assignment examples expert advice and challenging new practice questions relevant to the tests used to recruit both clerical and Fast Stream applicants With just a few marks determining a pass or fail this essential book will help anyone build up speed accuracy and confidence when taking their Civil Service qualifying tests      Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents      *Recruitment tools* Punam Agarwal, 2020-05-01 This book is on Recruitment Process to make it interesting by using recruitment tools for selection process as a whole for small and big companies The recruitment tools I have suggested here are very simple and can easily be customized and developed to suit the requirement of any company needs Examples shared are of varied departments at basic level but the process can be used

for recruiting any level of staff Here I have tried to incorporate tools which can be used for ground levels fresher as well as middle management levels If one wants to assess any specific skill of a specific level all one needs to do is change the level of vocabulary or terms used and you will be surprised at the answers you receive from the person being interviewed Psychometric tests have been mentioned too for Senior levels You will get an idea of all kinds of assessments that one should be aware of and can explore while recruiting IT Consultant Diploma - City of London College of Economics - 12 months - 100% online / self-paced City of London College of Economics, Overview This course deals with everything you need to know to become a successful IT Consultant Content Business Process Management Human Resource Management IT Manager s Handbook Principles of Marketing The Leadership Information Systems and Information Technology IT Project Management Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link **Hearings Before the Subcommittee on Public Buildings and Grounds of the Committee on Public Works, House of Representatives ...** United States. Congress. House. Committee on Public Works,1947 **Highway Construction Practices in the State of Louisiana and Related Matters** United States. Congress. House. Committee on Public Works. Special Subcommittee on the Federal-Aid Highway Program,1965 Committee Serial No 89 10 Investigates Federal Aid Highway Program administration in Louisiana including allegations of mismanagement Highway Construction Practices in the State of Louisiana and Related Matters, Hearing, 89-1, March 30-31- June 2, 1965 United States. Congress. House. Public Works,1965

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pembiasan cahaya gambar 15 2 pembiasan cahaya dari udara ke dalam air dan dari air ke udara a n i b c udara air r d udara air c d n a i r semua peristiwa tersebut disebabkan karena adanya pembiasan cahaya refraksi yaitu peristiwa membeloknya arah perambatan cahaya pada saat melalui dua medium yang berbeda

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pembiasan cahaya atau refraksi merupakan peristiwa optika geometris yang diartikan sebagai perubahan arah rambat

partikel cahaya akibat adanya percepatan pengertian lain dari pembiasan cahaya yakni peristiwa perubahan arah rambat cahaya saat berpindah dari satu medium ke medium lain dengan kerapatan optik yang berbeda

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nov 24 2022 pembiasan cahaya adalah peristiwa pembelokan cahaya saat merambat dari satu medium ke medium lain yang punya indeks bias berbeda pembiasan terjadi karena ada perbedaan kelajuan gelombang cahaya saat merambat di dua medium berbeda

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oct 1 2023 pembiasan adalah peristiwa pembelokan arah rambat cahaya yang terjadi ketika cahaya melewati bidang batas antara dua medium yang berbeda pembiasan terjadi apabila sinar datang membentuk sudut tertentu cahaya datang tidak tegaklurus terhadap bidang batas sudut datang lebih kecil dari 90 o terhadap bidang batas

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may 8 2021 gridkids id kids apakah kamu tahu peristiwa pembiasan cahaya refraksi atau pembiasan cahaya didefinisikan sebagai perubahan arah rambat partikel cahaya akibat terjadinya suatu percepatan peristiwa ini terjadi pada optika era optik geometris dengan refraksi cahaya yang dijabarkan dengan hukum snellius

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aug 5 2023 semua orang pastinya akan terkagum jika melihat kilauan sebuah intan maupun berlian pada benda tersebut memiliki kerapatan optik yang jauh lebih besar ketimbang udara oleh karena itu akan terjadi proses pembiasan berulang oleh peristiwa pembiasan cahaya

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jun 22 2023 saat cahaya melintasi perbatasan antara dua medium yang berbeda seperti udara dan air atau udara dan kaca ia akan mengalami pembiasan berikut ini adalah 10 contoh peristiwa pembiasan cahaya yang sering terjadi dan dapat kita temui dalam kehidupan sehari hari 1 dasar kolam tampak dangkal

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feb 8 2022 kompas com cahaya memiliki sifat sifat yang unik salah satunya adalah cahaya dapat diuraikan contoh peristiwa yang menunjukkan cahaya dapat diuraikan adalah terjadinya pelangi dispersi gelembung sabun cakram padat tumpahan bensin dan prisma kaca pelangi terjadinya pelangi adalah contoh peristiwa yang menunjukkan bahwa cahaya dapat

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artikel ini menjelaskan tentang pembiasan cahaya disertai dengan rumus contoh soal serta kaitannya dengan fenomena alam pelangi pembiasan cahaya dan kaitannya dengan peristiwa terbentuknya pelangi fisika kelas 8 belajar gratis di rumah kapan pun blog ruangguru search for x blog konsep tips pelajaran kelas 4

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sep 20 2022 pengertian pembiasan cahaya pembiasan cahaya adalah suatu proses pembelokan cahaya ketika berkas cahaya tersebut melewati bidang batas dua medium yang berbeda indeks biasnya indeks bias suatu bahan merupakan perbandingan kecepatan cahaya yang ada di dalam ruang hampa dengan kecepatan cahaya di bahan tersebut

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apr 14 2020 pembiasan cahaya atau refraksi adalah peristiwa membeloknya arah rambat cahaya karena ada perbedaan medium yuk cek lengkapnya di sini

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jan 29 2018 pembiasan cahaya merupakan peristiwa perubahan arah rambat cahaya ketika berpindah dari satu medium ke medium lain yang kerapatan optiknya berbeda penyebab terjadinya pembiasan cahaya dibagi menjadi 2 yaitu ketika sinar datang dari medium yang kurang rapat menuju medium yang lebih rapat maka sinar datang akan dibiaskan mendekati

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pembiasan adalah peristiwa pembelokan arah rambat cahaya yang bisa terjadi ketika cahaya yang melewati suatu bidang batas antara dua medium yang berbeda peristiwa pembiasan bisa terjadi ketika ada sinar datang dan membentuk suatu sudut tertentu cahaya datang tidak tegak lurus terhadap bidang batas atau sudut datang lebih kecil dari 90°

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peristiwa ini dapat terjadi karena terjadi pembiasan cahaya yaitu ketika cahaya datang berasal dari ruang hampa udara sebagai medium kurang rapat menuju atmosfer bumi sebagai medium yang lebih rapat cahaya dibiaskan tepat ketika mendekati garis normal proses pembiasannya terjadi di dalam atmosfer bumi

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