

ADMINISTRATIVE ASSISTANT CV

Example by CV Genius

INFO

Phone
07123 456 789

Location
38 Prince Albert Rd,
Lancaster, PR1 6DE

Email
email@email.com

LinkedIn
linkedin.com/in/username

WORK EXPERIENCE

Administrative Assistant

WEARE PI

Aug 20XX–Present — Lancaster

- Co-ordinate weekly meetings by booking conference rooms, confirming attendance, organising notes, and distributing documentation in advance
- Manage monthly calendars and schedule appointments for 10 members of the B2B marketing team
- Oversee a £150,000 budget to co-ordinate international travel for executives and organise business events for senior management

Receptionist

Wieden + Kennedy

Aug 20XX–Aug 20XX — York

- Assisted 3 senior executives with their daily work schedules, conference meetings, and travel plans
- Planned and executed annual office receptions by researching venues, selecting vendors, and updating guest lists as needed
- Spearheaded the transition from paper receipts to online invoicing and updated payroll database with employee payment information

EDUCATION

BSc (Hons) Business Administration (2:1)

York St John University, 20XX

KEY SKILLS

Oracle PeopleSoft, QuickBooks, Database management, Attention to detail, Scheduling, Invoicing & billing

Administrative Assistant Sample Tests

Susan J. Herman



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