

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

- Don't forget to use [Resume Worded](#) to scan your resume before you send it off (it's free and proven to get you more jobs)

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

Dan Hoffman



Administrative Assistant Testing Samples:

Federal Office Assistant Examination United States Civil Service Commission, 1973 *Federal Office Assistant Examination* Elizabeth D. Johnson, 1976 *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 **Individual Assessment** Kristin O. Prien, Jeffery S. Schippmann, 2003-05-14 Individ Assessment for selection develop is very important to organizations and managers This book will provide a structure and core set of principles for teaching others how to do it It can serve as a reference or supplemental textbook *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 **Resources in Education** , 1996 **SHRM-CP, SHRM-SCP, PHR, SPHR Complete Practice Exams** Dan Hoffman, 2024-02-15 SHRM CP SHRM SCP PHR SPHR Professional Human Resources Certification Complete Practice Exams book contains 2 000 practice questions for the SHRM HR certification exams the SHRM CP and the SHRM SCP certifications as well as for the HRCI certification exams the PHR and the SPHR certifications These challenging practice questions cover the functional areas of both the SHRM and HRCI certification exams and are similar to the actual exam content and level of difficulty Included are in depth explanations for each question to further deepen your study and understanding of the SHRM and HRCI required exam material The practice exams cover all topics of the SHRM CP and the SHRM SCP certification exams with updates such as People Organization Workplace Behavioral Competencies The practice exams cover all topics of the PHR and the SPHR certification exams with updates such as Business Management Workforce Planning and Talent

Acquisition Learning and Development Total Rewards Employee Engagement Employee and Labor Relations HR Information Management **A Farm-management Study in Anderson County, South Carolina** Alfred Glaze Smith, 1920 Pp 3

Practice Management for the Dental Team - E-Book Betty Ladley Finkbeiner, Charles Allan Finkbeiner, Leslie Koberna, 2025-10-20 Gain the skills needed to successfully manage a modern dental practice Practice Management for the Dental Team Tenth Edition is a comprehensive one stop resource that presents practical information on everything from managing patients to running the business This unique text covers a wide range of dental office skills which are mapped to the Dental Assisting National Board DANB test blueprint including technology communications appointment setting dental charting business office procedures financial arrangements and more New to this edition are workbook exercises at the end of the text that allow you to learn the material and then practice it with review questions and practical exercises In addition this is the only product on the market that includes Eaglesoft screen shots and practice management software for a fully realistic office experience NEW Workbook exercises at the end of the textbook make this a 2 for 1 product that allows you to learn the material and then practice it with review questions and practical exercises including Eaglesoft activities Updated illustrations and photos provide examples of the latest office equipment and tools Comprehensive coverage addresses all aspects of the business of managing a dental practice with an emphasis on the role of each member of the dental team Complete learning package features Patterson Eaglesoft screen shots Q A exercises and practice management software Abundant practice opportunities including chapter review questions and Evolve practice quizzes help you prepare for board exams and the clinical setting Workbook section includes an abundance of opportunities for content application from assessment questions to case scenarios with more in depth focus on concept knowledge application Art program includes modern illustrations and photographs of today s office environment tools and equipment New Updated content throughout including but not limited to abdominal compartment syndrome halitosis hyperadrenocorticism hypoadrenocorticism diabetes mellitus drug formulary cachexia and sarcopenia NEW Quality artwork throughout to correspond to new and revised content as well as replacement photos illustrations demonstrating modern techniques and equipment NEW Updated client handouts client consent forms and videos online available with new print purchase *Federal Register* , 1984-12-10

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