

ADMINISTRATIVE ASSISTANT

1542 Loop Street, New York, NY 10343

(212) 204-5342

Sona.Smith@gmail.com

Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

PROFESSIONAL EXPERIENCE

REDFORD & SONS

Boston, MA

Administrative Assistant

September 2011 – 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 policy
- 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
- Manage travel and expense reports for department team members

BRIGHT SPOT LTD.

Boston, MA

Secretary

June 2008 – August 2011

- Typed 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 supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings

EDUCATION

RIVER BROOK UNIVERSITY

Chicago, IL

Bachelor of Arts in History, May 2008

- Graduated Cum Laude

Administrative Assistant Sample Job Objective College Student

**United States. Congress. Senate.
Committee on Labor and Public
Welfare**

Administrative Assistant Sample Job Objective College Student:

Applied Sport Management Skills Robert N. Lussier, David C. Kimball, 2019-04-17 Applied Sport Management Skills Third Edition With Web Study Guide takes a unique and effective approach to teaching students how to become strong leaders and managers in the world of sport. Organized around the central management functions: planning, organizing, leading, and controlling, this third edition addresses the Common Professional Component topics outlined by the Commission on Sport Management Accreditation (COSMA). The text explains important concepts but then takes the student beyond theories to applying those management principles and developing management skills. This practical how-to approach, accompanied by unmatched learning tools, helps students put concepts into action as sport managers develop the skills of creative problem solving and strategic planning and developing the ability to lead, organize, and delegate. Applied Sport Management Skills Third Edition has been heavily revised and touts a full color format with 1,300 new references. Content updates keep pace with industry trends, including deeper discussions of legal liability, risk management, and equipment management. Servant leadership, sport culture, and social media are particularly valuable. The special elements and practical applications that offer students real opportunities to develop their skills. Features such as Reviewing Their Game Plan and Sport Management Professionals Work, new to this edition, provide a cohesive thread to keep students focused on how sport managers use the concepts on the job. Applying the Concept and Time Out sidebars offer opportunities for critical thinking by having the student think about how specific concepts relate to a sport situation or to the student's actual experiences in sports, including part-time jobs, full-time jobs, internships, and volunteer work. Self-Assessment exercises offer insight into students' strengths and weaknesses and how to address shortcomings. An enhanced web study guide is integrated with the text to facilitate a more interactive setting with which to complete many of the learning activities. Several of the exercises require students to visit a sport organization and answer questions to gain a better understanding of sport management. Skill Builder Exercises present a variety of scenarios and provide step-by-step guidance on handling day-to-day situations such as setting priorities, conducting job interviews, handling conflict, and coaching employees to better performance. Sports and Social Media Exercises offer Internet-based activities that expose students to the role of social media in managing a sport organization. Students are required to use popular social media sites such as Facebook, Twitter, and LinkedIn and visit sport websites. Game Plan for Starting a Sport Business cases put students in the driver's seat and ask them to perform managerial activities such as developing an organization structure and formulating ideas on how to lead their employees. The web study guide allows students to complete most of the learning activities online or download them and then submit them to the instructor. Instructors will also have access to a suite of ancillaries: an instructor guide, test package, and presentation package. Applied Sport Management Skills Third Edition is a critical resource that provides students with a thorough understanding of the management principles used in sport organizations while also helping students develop their practical skills. Students will

appreciate the opportunity to begin building a solid foundation for a fulfilling career in sport management

South-Western College Keyboarding Charles Howard Duncan, Susie H. VanHuss, S. ElVon Warner, 1994 **Career Development Across the Lifespan** Grafton T. Eliason, Mark Lepore, Jeff L. Samide, John Patrick, 2019-08-01 This second edition of Career Counseling Across the Lifespan Community School Higher Education and Beyond is the latest volume in the Issues in Career Development Series edited by Drs Grafton Eliason Mark Lepore Jeff Samide and John Patrick from California University of Pennsylvania and Clarion University of Pennsylvania The purpose of Career Development Across the Lifespan is to provide a broad and in depth look at the field of career development as it applies to individuals involved in all areas of community counseling school counseling and higher education The book will examine some of the field's major theories themes approaches and newest models incorporating chapters from national and international career counseling experts Specific emphasis is spent examining issues reflective of today's challenges in developing and maintaining a workforce that is diverse flexible and efficient Readers will be provided with an action based framework built on the best available research This text book is truly the culmination of a decade's work compiling comprehensive studies from four previous volumes and updating key concepts in career counseling with the most contemporary theories and innovations We examine three primary domains of career counseling throughout all of the developmental stages of the lifespan community schools K 12 and higher education We include a specific focus on career history and theories to prepare students for both the counseling environment and for national exams leading to certification and licensure such as the NCE National Counseling Exam We also include cutting edge research on contemporary topics including such areas as military careers life after the military individuals with disabilities or special needs career counseling in our current socio economic environment and current technologies such as virtual counseling In addition we have added case studies and key terms as study guides at the end of each chapter We are fortunate to include many recognized experts in the field of career counseling Career Counseling Across the Lifespan Community School Higher Education and Beyond is a comprehensive text written to address the broad needs of career counselors educators and students today **Student Services** John H. Schuh, Susan R. Jones, Vasti Torres, 2016-10-24 The bestselling student affairs text updated for today's evolving campus Student Services is the classic comprehensive text for graduate students in student affairs written by top scholars and practitioners in the field Accessible and theoretically grounded this book reflects the realities of contemporary practice in student affairs This new sixth edition has been updated throughout to align with current scholarship and expanded with four new chapters on student development crisis management programming and applications Twenty new authors join the roster of expert contributors bringing new perspective on critical issues such as ethical standards campus culture psychosocial development student retention assessment and evaluation and much more End of chapter questions help reinforce the material presented and unique coverage of critical theoretical perspectives counseling and helping skills advising leadership environmental theories and

other useful topics make this book a foundational resource for those preparing for a student affairs career The student affairs staff has the responsibility for a vast array of services and support roles for students on every type of campus This book provides a thorough overview of the field s many facets with invaluable real world insight from leading practitioners Understand the theoretical bases of development learning identity and change Delve into the organizational frameworks vital to any institution Learn the historical context of higher education and the student affairs role Master essential competencies including professionalism supervision crisis management and more As colleges and universities offer more and more services to an increasingly diverse student population the responsibility for these programs falls to student affairs educators The role requires a broad skill set and conceptual grounding in a number of disciplines Student Services provides the most complete overview of the foundations philosophies ethics and theories that guide today s student affairs professional *Occupational Outlook Handbook* ,2000 Describes 250 occupations which cover approximately 107 million jobs Bulletin of the United States Bureau of Labor Statistics ,1998

Southwestern College Keyboarding for Windows Document Processing with Microsoft Word 6.0 and WordPerfect 6.0 Charles H. Duncan,Susie H. VanHuss,S. Elvon Warner,Connie Forde,Donna L. Woo,1995 College Keyboarding Document Production Course consists of Lessons 121 180 divided into two levels The Training Manual located at the end of the textbook is a handy reference for reviewing as well as learning new functions All of the functions learned in the Windows Introductory course and Formatting course are applied and new functions are introduced Keyboarding word processing advanced course in both quarter and semester programs found in business and information systems departments at both two and four year schools Resources in Education ,2001

Aligning Student Support With Achievement Goals Karen Seashore Louis,Molly F. Gordon,2006 Fully integrate your school s support community and watch achievement levels and morale soar Many principals feel they lack the personnel necessary to raise student achievement to mandated levels Yet as school leaders seek to improve educational outcomes one of the most underutilized groups remains student support professionals the counselors social workers and nurses already on site Karen Seashore Louis and Molly F Gordon offer a practical approach to creating a fully integrated student support community that contributes to increasing achievement levels Incorporating research and practical strategies into a broader paradigm of leadership they offer directives for implementing reform initiatives and rigorously assessing their effectiveness Bridging theory and practice this book provides An examination of emerging models linking student support programs and academic achievement Guidelines and resources for overcoming barriers to reform Exercises and suggestions to help start the change process Case studies of principals who have successfully integrated their student support services An expanded comprehensive support model CSP that considers the multi professional nature of student support activities Reorganizing existing resources is the most efficient path to school reform Rather than limiting the counselor or social worker s role use it to form a comprehensive support program to help improve school achievement **Hearings** United States. Congress.

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