

JANE DOE

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CAREER TARGET: ADMINISTRATIVE ASSISTANT

Motivated, resourceful, and flexible administrator with demonstrated ability to support senior executives and their teams in entrepreneurial, deadline-driven environments.

WORK EXPERIENCE

Acme Corporation, New York, New York

Jan. 2014 to present

Administrative Intern

- Helped implement Go2 Office, Acme's workflow management system. Completed training to support Acme employees, answering routine questions and troubleshooting problems. Forged key relationships with Go2 Office's Tech Support department to stay current on system updates.
- Assisted in tracking the development of new products. Created spreadsheets and database to track approximately 25 new products. Collected and collated status updates from Development and Production teams. Published and routed weekly status reports.
- Managed vendors, ordering supplies to maintain inventory paying invoices.

Ajax Corporation, New York, New York

June 2012 to Dec. 2013

Office Intern

- Facilitated company's transition from handwritten to digital records. Scanned, converted, and archived documents and entered data as needed.
- Accomplished/mastered general office duties including answering phones, greeting guests, scheduling appointments, and routing calls and correspondence.

EDUCATION

Riverview College, Riverdale, New York
B.S. in Business Administration, 2014

COMMUNITY AND VOLUNTEER SERVICE

Big Sister Volunteer, 2012-2014
Business Manager, *Riverview College News*, 2011-2014
Cashier, Housing Works, 2009-2012