

## Example of an Administrative Assistant resume Before using the RESUME GRADER

Jane Doe  
Address  
Phone Number  
E-mail Address

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### OBJECTIVE:

To pursue a career opportunity with a company that will maximize my leadership skills and abilities while learning on the job.

### BUSINESS EXPERIENCE:

UBS – Paine Webber – Hinsdale, IL  
Dec. 1997 to Feb. 2002

Position: Office Manager/Executive Assistant

- Created and managed a database to control the inventory
- Complete Data Entry Responsibilities
- Highly educated in all aspects of Internet usage
- Produced monthly invoices for Registered Representatives using QuickBooks
- Serviced Customers for Executives
- Responsible for originating detailed spreadsheets
- Processed various Insurance and Variable Annuity applications
- Managed office records
- Screened phone calls for Executives
- Greeted Clients

Advanced Technology Consultants. – Oak Brook, IL  
Jan. 97 to Dec. 97

Position: Office Administrator

- Responsible for order entry and customer relations
- Report monthly, quarterly and annual reports to regional office, an average of \$200,000 a month
- Process orders for sales representatives using MS Excel & Word
- Collect customer data to facilitate billing
- Process various types of contract agreements

Direct Packaging Corp., Inc. – Westmont, IL  
Dec. 95 to Jan. 97

Position: Administrative Assistant

- Worked with Microsoft Windows 95
- Performed Data Entry on orders shipped and pick-ups
- Assisted with billing for 3 different branches

### EDUCATIONAL DATA:

- New Horizon Computer Learning Center, Chicago, Illinois, Related Courses: Microsoft Certified
- Triton College, River Grove, Illinois, Related Courses: Continuing Education
- Oak Park River Forst, Oak Park, Illinois, Related Courses: 4 years of Computer Lab.

### SKILLS:

- Experience with Microsoft, Windows, Excel, Word, Power Point, Front Page, QuickBooks, Outlook, and Outlook Express
- Fluent Bilingual/in Spanish