

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A motivated recent graduate with a bachelor of business administration degree from the University of Pittsburgh, demonstrating strong organizational and time-management skills, as well as basic accounting knowledge. Relevant professional experience as an administrative assistant with proficiency in Microsoft Office Suite and managing administrative tasks.

Education

- Bachelor of Business Administration (BBA) | UNIVERSITY OF PITTSBURGH, Pittsburgh, PA | May 2021

Certifications

- Certified Business Manager (CBM), Association of Professionals in Business Management, 2022

Key Skills

- Administrative tasks
- Basic accounting
- Organizational skills
- Proficiency in Microsoft Office Suite
- Vendor management

Professional Experience

ADMINISTRATIVE ASSISTANT | JJD CONSULTING, PA | MAY 2022 - PRESENT

- Providing comprehensive support to senior personnel, managing calendars, scheduling appointments, and coordinating meetings
- Handling and organizing important company documentation, ensuring all files are up-to-date and easily accessible
- Liaising with vendors to ensure a regular supply of office materials and executing administrative duties such as answering calls and managing mail correspondence

OFFICE ASSISTANT | PINNACLE SOFTWARE, PA | DECEMBER 2021 - APRIL 2022

- Helped with the organization and maintenance of the office environment and upkeep of office equipment
- Played an integral role in time management by creating efficient scheduling systems and coordinating meetings
- Managed financial records using basic accounting skills, demonstrating proficiency with Microsoft Office Suite for record-keeping