







KEVIN MORRISON

Secretary

Organized and efficient secretary with a Bachelor's degree in Business Administration and English, and an Associate degree in Office Administration. Demonstrated success managing office operations, scheduling appointments, maintaining records, and improving office productivity at Randstad and Kelly Services. Certified Administrative Professional with proficiency in Microsoft Office Suite and a strong ability to manage time effectively.

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn
-  Boston, MA 12345

KEY SKILLS

- Process streamlining
- Reporting and documentation
- Task prioritization

EDUCATION

Bachelor of Business Administration
University of California, Berkeley, California
May 2015

Associate of Applied Science in Office Administration
Houston Community College, Houston, Texas
December 2017

Bachelor's Degree in English
University of Michigan, Ann Arbor, Michigan
June 2016

PROFESSIONAL EXPERIENCE

Executive Secretary | Randstad, San Francisco, CA
January 2018 to present

- Streamlined office operations by implementing a new digital filing system, increasing efficiency by 30%
- Coordinated and scheduled over 200 meetings and appointments annually, ensuring smooth operations and no scheduling conflicts
- Prepared and presented monthly reports to the executive team, providing valuable insights on office productivity and efficiency

Administrative Assistant | Kelly Services, Houston, TX
June 2015 to December 2017

- Managed a multi-line phone system, efficiently directing calls and taking messages for a team of over 20 employees
- Organized and maintained an up-to-date database of over 1,000 client records, ensuring accuracy and easy access to information
- Helped plan and execute company events, improving team morale and fostering a positive work environment

PROFESSIONAL DEVELOPMENT

- **Certified Administrative Professional (CAP)**
International Association of Administrative Professionals (IAAP)
- **Microsoft Office Specialist (MOS)**
Microsoft
- **Professional Secretary Certificate (PSC)**
Association of Executive and Administrative Professionals (AEAP)