

Emily Brown

No College Degree

Experienced administrative assistant with 5+ years in office management, excelling in scheduling, organization, and client relations.

EDUCATION

High School Diploma

Austin High School
May 2017

KEY SKILLS

- Administrative support
- Client communication
- Office organization

PROFESSIONAL EXPERIENCE

Administrative Assistant | TechCorp,
January 2020 – Present

- Improved office efficiency by streamlining scheduling systems, saving 5+ hours weekly
- Managed correspondence with 50+ clients daily

Receptionist | Local Law Firm,
May 2017 – December 2019

Welcomed clients and managed appointment schedules for a team of 10 attorneys