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Amanda Harris

administrative assistant

Detail-oriented stay-at-home mom reentering the workforce with prior experience in office administration and filing systems. Skilled at calendar management, document preparation, and vendor coordination.

Contact



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

Education

A.A. in Business Technology

Community College , City, ST | May 2015

Professional Experience

STAY-AT-HOME MANAGER | SELF-EMPLOYED JUNE 2019 – PRESENT

- Managed household scheduling, vendor appointments, and school calendars for three children
- Created and maintained digital filing systems for family records, reducing retrieval time by 50%

OFFICE ASSISTANT | SUMMIT LAW GROUP , CITY, ST JANUARY 2016 – MAY 2019

- Performed data entry, managed client files, and coordinated quarterly mailings
- Supported three attorneys by preparing briefs, scheduling 50+ client meetings, and tracking billable hours