

L I L L I A N G A R D N E R

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**DEGREE NAME / MAJOR**

University, Location 2007 - 2011

**DEGREE NAME / MAJOR**

University, Location 2011 - 2015

[youremail@gmail.com](mailto:youremail@gmail.com)

EXPERIENCE

895 555 555

4397 Aaron Smith DriveHarrisburg, PA 17101

linkedin.com/in/yourproﬁle

**CERTIFICATION #1**

Location, Date

**CERTIFICATION #2**

Location, Date

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

Problem Solving

**SECRETARY**

*Bright Spot LTD, Boston, MA / June 2015 – August 2018*

* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed, and distributed minutes of meetings

**ADMINISTRATIVE ASSISTANT**

*Redford & Sons, Boston, MA / September 2018 - Present*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

EDUCATION

SKILLS

RESUME OBJECTIVE

**ADMIN ASSISTANT**