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|  | **Ernest** **Caldwell**  example@example.com   |   (555) 555-5555  |   Billerica, MA 01821 |

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| **Professional Summary** | Driven and resourceful Executive Assistant with more than six years of experience assisting with the work of high-achieving executives. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments. |

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| **Work History** | Executive Assistant to the CEO  |   LifeSquare Connect - Billerica, MA 03/2017 - Current   * Contribute to smooth business operations by planning and organizing meetings and conferences, including conference calls. * Produce accurate office files, update spreadsheets, and craft presentations to support one CEO and boost team productivity. * Arrange and handle all logistics for monthly Board meetings and events, such as schedule meetings and draft agendas.   Administrative Assistant  |   Mack & Associates - Billerica, MA 04/2012 - 03/2017   * Coordinated travel arrangements by booking airfare, hotel, and Uber transportation. * Processed over 100 invoices and expenses each month, using QuickBooks to facilitate on-time payment. * Ensured equipment operation by completing precautionary maintenance requirements like calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.   Office Assistant **Intern** |   Tombras Group - Lowell, MA 05/2009 - 04/2012   * Supported two Secretaries and three management staff members in administrative activities, documentation, and data management. * Answered incoming phone calls and transferred to staff members or provided requested information. * Sorted and distributed office mail and recorded incoming shipments for corporate records. |

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| **Skills** | |  |  | | --- | --- | | * 65 WPM typing speed * CRM management * QuickBooks expert * Schedule and calendar planning | * Google Tasks * Microsoft To-Do * Bookkeeping * Conference planning | |

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| **Education** | Northeastern University, Burlington, MA 06/2016  MBA: Business Administration  **Tips on How to Write a Chronological Resume for Any Job**  **Name, Location, Phone, Email:**  **Professional Summary:** [**How to Write a Professional Summary: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume/summary)  This is where you include two to three sentences that best describe your top attributes and reasons to be hired. Use this section to write a professional summary that gets you noticed!  **Work Experience:** [**How to Write Work Experience: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/work)  **Current Employer Name I** Job Title **I From (month/year) - To (month/year/present)**     * This resume is written in the [chronological  resume format](https://www.jobhero.com/career-guides/resume/format/chronological). * A resume’s [format](https://www.jobhero.com/resume/formats) determines where you should place the skills and work history sections. * Feature your top achievements, responsibilities or job stats here. * Use present verb tense and active language! * Write snappy, clear blurbs about your current position. * Include metrics whenever possible.   **Last Employer Name I** Job Title **I From (month/year) - To (month/year)**     * List your past employers, in reverse-chronological order. * Give less focus to your older experience rather than the most recent. * The exception is when your older experience is more relevant to the job you’re seeking.   **Older Employer Name** **I** Job Title **I From (month/year) - To (month/year)**     * List your last three to four relevant jobs. * If you have less than 10 years of experience, keep it to one page. * If you have more than 10 years of experience, keep it to two pages.   **Skills:** [**How to Write Skills: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)     * A [chronological resume format](https://www.jobhero.com/career-guides/resume/format/chronological) determines where you should place a skills section. * The skills section is located below the work experience section. * It should list six to eight skills, that are your top abilities targeted for the job.   **Education, Certifications and Training:** [**How to Write a Resume: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume)  **School or Institution Name I** Degree Achieved (if applicable) **I Year of achievement or Dates Attended** |