|  |  |
| --- | --- |
| Martin Cook | 555 555 5555  Clinton, MD 20735  example@example.com |

|  |  |
| --- | --- |
| **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. |

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

|  |  |
| --- | --- |
| **WORK HISTORY**  **EDUCATION** | **Executive Assistant to the CEO**  •   *LifeSquare Connect*  Clinton, MD   •   March 2020 to 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*  Dunkirk, MD   •   September 2018 to March 2020   * 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**   •   *Distinctive Hair Salon*  Bowie, MD   •   June 2017 to September 2018   * Consulted with clients on current trends and offered advice on flattering cuts and styles. * Answered telephone calls to provide information and schedule new appointments. * Assisted hairdressers with cutting, coloring and styling hair to maintain salon workflow efficiency.   Bachelor of Science: **Secretarial Science**  **Prince George’s Community College**  **Tips on How to Write a Combination 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!  **Skills:** [**How to Write Skills: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)     * This resume is written in the [combination resume format](https://www.jobhero.com/career-guides/resume/format/hybrid). * A resume’s [format](https://www.jobhero.com/resume/formats) determines where you should place the skills and work history sections. * The skills section is located above or next to the work experience section. * It should list six to eight skills that are your top abilities targeted for the job.   **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)**     * 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.   **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**  Want the fully automated experience? Use JobHero’s [**Resume Builder**](https://www.jobhero.com/resume/builder)! |