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

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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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| **SKILLS** |

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