|  |
| --- |
| JOHN HERRY |
|  |

example@example.com  |   555 555 5555  |   Harrisburg, PA 17025

|  |  |  |
| --- | --- | --- |
| ***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.***WORK HISTORY*****Crescens Inc.**. Harrisburg, PA *Executive Assistant to the CEO | 06/2017 - 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.

**A.C. Coy** . Harrisburg, PA *Administrative Assistant | 10/2012 - 05/2017** 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.

**USM**. Harrisburg, PA *Office Assistant Intern | 06/2012 - 09/2012** 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.
 |  | ***SKILLS**** 65 WPM typing speed
* CRM management
* QuickBooks expert
* Schedule and calendar planning
* Google Tasks
* Microsoft To-Do
* Bookkeeping
* Conference planning

***EDUCATION*****Carnegie Mellon University** Pittsburgh, PA Bachelor of Science: Secretarial Science  |

**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)**!**