|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TYLER MOSS** |  | **E:**example@example.com **P:**555 555 5555 **A:** Hollywood, FL 33020 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **❘** | **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.s.   |  |  | | --- | --- | | **❘** | **WORK HISTORY** |   **Executive Assistant to the CEO – LifeSquare Connect**. Hollywood, FL *| 02/2021 - 04/2021*   * 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. Hollywood, FL *| 03/2020 - 12/2020*   * 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** – Tombras Group. Hollywood, FL *| 07/2016 - 01/2020*   * 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 provide 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** |   Bachelor of Science : Secretarial Science  **University of South Florida**  Tampa, FL • 06/2018 |
|  |  |  |

**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 a fully automated experience? Use JobHero’s** [**Resume Builder**](https://www.jobhero.com/resume/builder)**!**