**Velma Cooper** Boston, MA 02127 555 555 5555 example@example.com

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| **SUMMARY STATEMENT** | 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** | |  |  | | --- | --- | | * General maintenance * First Aid certified * Swim Instruction | * Teamwork * Emergency care * Guest services | |

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| **PROFESSIONAL SKILLS** | **Customer Service**   * Handled client correspondence and tracked records to foster office efficiency. * Processed invoices and expenses using QuickBooks to facilitate on-time payment. * Scheduled over 10 office meetings and client appointments for staff teams each week.   **Data Entry**   * Managed Access databases converting complex data into easy-to-interpret data. * Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data. * Generated two to five reports daily and typed letters in Word, and prepared PowerPoint presentations.   **Organizational Skills**   * Restocked 20+ office supplies and placed purchase orders to maintain adequate stock levels. * Organized weekly staff meetings and logged minutes for corporate records. * Executed record filing system to improve document organization and management.s. |

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| **WORK HISTORY** | February 2020-Current  **Mack & Associates** – **Administrative Assistant** | Boston , MA  June 2019-February 2020  **Tombras Group** – **Office Assistant Intern** | Boston, MA |

**EDUCATION 0**6/2017

**Boston International Academy**

Brighton, MA

Bachelor of Science – Secretarial Studies and Office Administration

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|  | **Tips on How to Write a Functional Resume for Any Job**  **Name, Location, Phone, Email:**  **Objective Statement or Professional Summary:** [**How to Write an Objective Statement**](https://www.jobhero.com/career-guides/resume/objectives) **or** [**How to Write a Professional Summary Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/resume/summary)  Based on your experience, you need to choose whether you should write a one to two sentence objective statement that explains why you want the job and what you hope to accomplish. Otherwise, if you have some experience, it’s better to write a professional summary, two to three sentences, that explain why you will excel in the role!  **Skills:** [**How to Write Skills Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)   * This resume is written in [functional resume format](https://www.jobhero.com/career-guides/resume/format/functional) * This [format](https://www.jobhero.com/resume/formats) is sometimes called a “skills focused resume” * The skills section is located above or next to the professional skills section and 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)  **In place of the Work Experience there will be the Professional Skills section. It is  made up of three skills, two technical skills and one soft skill or vice versa but never three soft skills.**  **Technical Skill #1**   * Feature your top achievements, responsibilities or job stats here * Use past verb tense and active language! * Write snappy, clear blurbs about your tasks and developments. * Include metrics whenever possible   **Technical Skill #2**   * Give focus to what you have accomplished and been able to do during your experience * This section highlights your disciplines and how you’ve practiced your skills to the best of your abilities during internships or part-time positions.   **Soft Skill**   * This format is used for people with only a few years of experience and should fit into one page. * This resume is great for changing careers as it is a brilliant format to showcase transferable skills.   **The Work Experience would not have a bulleted list and there usually isn’t more than two.**  **Current Employer Name I** Job Title **I From (month/year) - To (month/year/present)**  **OlderLast Employer Name I** Job Title **I From (month/year) - To (month/year)**  **Education, Certifications, 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)! |