**Shawn Jackson**

555 555 5555  · example@example.com  ∙ Oakland Gardens, NY 11364

**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**

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| Oct 2016 - CurrentManhattan, NY  | **Administrative Assistant to the CEO** / LifeSquare Connect * 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.
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| May 2012 - Oct 2016Manhattan, NY  | **Administrative Assistant** / Mack & Associates* 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.
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| Jul 2009 - Apr 2012Manhattan, NY  | **Office Assistant Intern** / Tombras Group * 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.
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| **Skills** |

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

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| Queens, NY | Secretarial Studies and Office Administration ST. John's University - **Tips on How to Write a Chronological 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!**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)*** This resume is written in the [chronological resume format](https://www.jobhero.com/career-guides/resume/format/chronological).
* A resume’s [format](https://www.jobhero.com/resume/formats) determines where you should place the skills and work history sections.
* 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.

**Skills:** [**How to Write Skills: Guide**](https://www.jobhero.com/career-guides/resume/how-to/write/skills)* A [chronological resume format](https://www.jobhero.com/career-guides/resume/format/chronological) determines where you should place a skills section.
* The skills section is located below the work experience section.
* It should list six to eight skills, that are your top abilities targeted for the job.

**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)**!** |