**Violet Rowe**

Schererville, IN 46375 ♦ **H:** (555) 555-5555 ♦ **C:** (555) 555-5555 ♦ example@example.com

Summary Statement

Systematic administrative assistant with over six years of experience in fast-paced office settings. Hardworking team-player with expertise completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

Skills

| * Office administration * Spreadsheet management * Process optimization * Meeting minutes | * Travel administration * AR/AP * Advanced MS Office Suite knowledge * Customer service |
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Work History

**Administrative Assistant**, 07/2019 to Current

**Hales Property Management, Inc.** – St. John, IN

* Manage monthly calls with various agencies and vendors to track billing versus contracted budget.
* Oversee calendar maintenance, appointment scheduling and expense report preparation.
* Screen 20+ visitors and issue badges to maintain safety and security each day.

**Receptionist Assistant**, 05/2016 to 07/2019

**Edward Jones** – Whiting, IN

* Arranged conference rooms and facilities for meetings as required.
* Managed multi-line telephone system, 100+ calls a day and greeted claimants during office visits.
* Confirmed appointments, communicating with clients and updated client records.

**Receptionist Intern**, 04/2015 to 04/2016

**Developmental Pathways** – Valparaiso, IN

* Assisted in planning and preparation of meetings, conferences and conference telephone calls.
* Ensured receptionist area was clean and neat to greet customers when entering.
* Corresponded with over 50 clients through email, telephone or postal mail daily.

Education

**Associate of Science**: Administrative Assisting

**Morton College** - Cicero, IL