**Maryann Wilkins**

Naples, FL 34116  ♦ (555) 555-5555 ♦ example@example.com

  Professional Summary

Driven and resourceful executive assistant with more than six years of experience assisting high-achieving executives. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments.

  Skills

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

  Work History

**Administrative Assistant to the CEO**, 12/2019 to Current

**LifeSquare Connect**– Naples, FL

* Contribute to smooth business operations by planning and organizing 10+ meetings and conferences weekly, including conference calls.
* Produce accurate office files, update spreadsheets and craft presentations to support the CEO and boost team productivity.
* Arrange and handle all logistics for monthly board meetings and events, such as scheduling meetings and drafting agendas.

**Administrative Assistant**, 05/2017 to 11/2019

**All American Pet Resorts Naples** – Naples, FL

* 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 preventive maintenance requirements like calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.

**Pet Care Internship**, 05/2016 to 05/2017

**Humane Society Of Golden Gate** – Golden Gate, FL

* Supported two secretaries and three management staff members with 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.

  Education

**Bachelor of Science**: Secretarial Science

**Hodges University** - Naples, FL

**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/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 if you’re still working there!
* 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**

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