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Administrative Assistant Resume Sample 2

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Objective

Seeking position as administrative assistant for in well-known company. Qualified and result-oriented. In-depth knowledge and practice in handling administrative knowledge. Dynamic and multi-tasking ability. Highly motivated and flexible.

Employment History

2008 to 2011 Administrative Assistant, Bill & Bob Corps., Amazonas

Responsibilities:

- Handled administrative tasks in office, such receive calls and emails.
- Helped office superintendent doing their administrative jobs.
- Data entry.
- Prepared weekly reports to director and manager.
- Presented week job results of all department.

Key Achievements:

- Deeper experience and skill in management and administration.
- More expert skill in using others computer tools.

2006 to 2008 Administrative Assistant, Jointlerta Institution, Cartagena

Responsibilities:

- Handled administrative jobs related to students administrative necessity.
- Recorded data of students by entered data into computer and prepared monthly report.
- Developed and facilitate good relationship between office staff and teacher.
- Managing email, calls.
- Evaluate the administrative data of students.

Key Achievement:

- Improve skill in relationship management and problem resolution in an organization.

2005 to 2006 Office Administrator, Toyota Engine Company, Antioquia

Responsibilities:

- Managed storage and security documents.
- Verified reports.
- Assist annual editor do their jobs.



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Jan 1, 2010 — For example, is there a skill you might need to learn or improve to help you achieve the goal? Is there someone's help on a personal or Smart Goals in Healthcare, How To Set Achievable Goals for . Apr 23, 2020 · Administrative Assistant Performance Goals Examples. Example Goal #1. For ...

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