

Jean White

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PROFESSIONAL SUMMARY

Administrative assistant with eight years experience providing administrative support for business institutions. Expert in using technology to enhance the speed and accuracy of administrative tasks. Demonstrated range of professional communication skills.

RELEVANT SKILLS

- Communications
- Data Entry
- Organization
- MS Excel
- 10-Key Data Entry
- Business Correspondence
- Community Relations
- Stock and Supplies
- Office Machines
- Mail Routing
- MS Word
- Bookkeeping

WORK EXPERIENCE

HOUSTON UNIVERSITY - Houston, Texas

1999 – Present

Administrative Assistant

- Perform a wide range of administrative and clerical duties to various departments within the organization. Input information into the company database and provide administrative support for all front office actions and activities. Perform various clerical and administrative duties including scheduling appointments and meetings, providing public information, typing, filing, faxing, and answering phones.
- Perform timely and highly accurate data entry to ensure proper dissemination of information
- Create Excel spreadsheets to summarize financial activities for administrators
- Answer incoming phone lines to provide support and information
- Develop thorough guidelines for operation of office equipment to reduce repair and optimize usage
- Devise a system to manage information and organize messages between departments

EDUCATION AND TRAINING

Bachelor of Arts Degree, (Business Administration), 1998

Washington University, Dallas, Texas

Additional Courses/Training

Microsoft Office for Support Professionals

Basic Bookkeeping with Quicken and QuickBooks

Customer Service Techniques