**NAME 3**

**Address**

# PERSONAL SUMMARY

A highly competent, motivated and enthusiastic administrative assistant with ample and excessive experience working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well-presented and able to establish good working relationships with a range of different people in many different jobs across many different contexts. Possessing a proven ability to generate innovative ideas and solutions to a range of problems and opportunities. Currently looking for a suitable position with a reputable and ambitious company.

# WORK EXPERIENCE

**Administrative Assistant June 2018 – present**

*Car Sales Company - Chilliwack*

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handing incoming/outgoing calls.
* Doing correspondence and filing.
* Faxing, printing, photocopying and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* Updating and maintaining the holiday, absence and training records of staff.
* Purchasing orders and invoicing.
* Creating and modifying documents using Microsoft Word
* Setting up and coordinating meetings.

**Customer Service Representative May 2016 – June 2018**

*Telus*

* Helping customers.
* Answering phones.
* Referring customers to the manager if I had a problem.
* Selling products.
* Meeting customers’ needs.

# EDUCATION

Kwantlen Polytechnic University 2017 – present

* Pursuing a degree in Business Administration
* 3.2 GPA

# TECHNICAL SKILLS

* Microsoft Office
* Adobe Photoshop
* Salesforce and other CRM software
* HTML
* MailChimp and other email management software