|  |  |  |
| --- | --- | --- |
| NAME 7  Administrative Assistant | | |
| [Address] | [Phone] | [Email] |
|  | OBJECTIVE |  |
|  |  |
| To use my skills as an administrative assistant to get a job | | |
| EDUCATION — | EXPERIENCE |  |
|  |
| Kwantlen Polytechnic University, BBA in Business Administration   * GPA: 2.89 | 2017 - present  Administrative Assistant • Locket’s Sprockets   * Answered phones and emails. * Did other administrative tasks. * Data entry     2014 - 2017  Receptionist • Snicket’s Wickets   * Answered phones and emails. * Did other administrative tasks. | |
| KEY SKILLS — | COMMUNICATION |  |
|  |
| Marketing Data Entry Receptionist Microsoft Office Leadership Friendliness Smiles | Communicated in English and Punjabi in many professional situations. I helped to answer the questions of dozens of clients per day while still meeting the needs of the senior management I served. | |
|  | LEADERSHIP |  |
|  |
|  | I currently lead a team of 3 junior assistants. I am also a leader in my church and currently lead a prayer group. | |
|  |  | |
|  | REFERENCES |  |
|  |  |
| [Available upon request.] | | |