|  |
| --- |
| NAME 7Administrative 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 - presentAdministrative Assistant • Locket’s Sprockets* Answered phones and emails.
* Did other administrative tasks.
* Data entry

 2014 - 2017Receptionist • Snicket’s Wickets* Answered phones and emails.
* Did other administrative tasks.

  |
| KEY SKILLS — | COMMUNICATION  |  |
|  |
| MarketingData EntryReceptionistMicrosoft OfficeLeadershipFriendlinessSmiles | 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.] |