

# SAMPLE RESUME

## PROFESSIONAL SUMMARY

- Provide exceptional administrative support to C-level executives. Possess outstanding communication skills, strong interpersonal skills, and excellent technical/creative abilities.
- Highly adaptable and flexible. Able to prioritize and efficiently complete multiple time-sensitive tasks.
- Supervisory and management experience.
- Assisted in development of three year marketing campaign targeting new revenue sources. Increased revenues by 20%
- Technology: Macintosh and Windows platforms proficiency. MS Office Suite, Adobe Creative Suite, QuarkXPress, HTML, Dreamweaver, CSS, Javascript.

## HISTORY

### **Executive Associate**

**2005-2008**

*XYZ Company*

Provided exceptional administrative support for Chief Executive Officer. Official representative communicating with executive staff, government officials, donors, media and public in CEO's absence. Recorded and maintained confidentiality of highly sensitive personnel and business matters. Assisted in preparation of annual budget and fiscal year strategic plan. Monitored and analyzed budget. Served as liaison to board officers and members. Generated, edited, and revised official correspondence. Coordinated and implemented special projects and events, negotiating terms and agreements with vendors, organizing catering, and overseeing logistics. Served as gatekeeper for executive director. Managed calendar, arranged conference calls, made travel arrangements, and prepared expense reports. Supervised volunteers, interns, and other staff.

### **Registrar**

**2001-2004**

*ABC Company*

Served as registrar for student administration. Ensured accuracy of all student credentials. Submitted curricula to state and local jurisdictions for approval. Provided administrative support to Board of Directors. Created system for archiving curricula materials. Created admissions materials and marketing collateral. Oversaw facilities management.

### **Technology Director, Creative Services**

**1999-2001**

*That Company*

Managed 50 Macintosh work stations configured for office and creative software applications. Provided helpdesk support to end users, troubleshooting malfunctions. Implemented operational policies and guidelines. Completed performance reviews for employees of creative department.

### **Graphic Designer**

**1990-1999**

*Art Company.*

Managed web design projects. Trained administrative staff to handle business projects. Designed presentations for International Projects, including concept design. Designed and developed brochures, newsletters, and print advertising. Maintained vendor relations. Managed project budgets. Developed and implemented computerized archives.

## EDUCATION

### **University of California—Berkeley (Extension)**

Graphic Design Certification

### **San Francisco Art Institute**

Fine Art Photography