

Suzie Admin

123 Main St. Somerset, NJ 08873
SuzieAdmin@yahoo.com
732-555-5555

Experience

Bennett & Goldberg

Administrative Assistant

Somerset, NJ

September 2013 - Present

- Manage travel and expense reports for department team members
- Purchase and maintain office inventory supplies
- Prepare record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports, and relevant material
- Maintain discretion when dealing with sensitive topics

Big Joe's Garage

Receptionist/Part-time

Somerset, NJ

August 2011 - August 2013

- Scheduled appointments for customers on phone as well as walk-ins
- Greeted customers
- Order parts for vehicles
- Schedule and maintain history records of all vehicles
- Kept reception area clean and well stocked with coffee/tea/water for customers

Education

American Institute

Certificate in Administrative Office Professional

Somerset, NJ

September 2013

Course Highlights: Financial Office Practices, Advanced Microsoft Office, Technology in the Workplace, Microsoft Office Applications

Diploma: City High School | Somerset, NJ – 2011