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## Professional Summary

Detail-oriented and highly organized Administrative Assistant with over ten years of experience supporting executives, managing office operations, and coordinating administrative tasks in fast-paced environments. Skilled in calendar management, travel arrangements, document preparation, and customer service. Proven ability to handle confidential information and multitask efficiently while maintaining a positive, professional demeanor.

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## Core Skills and Competencies

- Calendar & Travel Management
  - Document Preparation & Filing
  - Data Entry & Recordkeeping
  - Customer Service & Communication
  - Meeting & Event Coordination
  - Microsoft Office Suite (Word, Excel, Outlook, Teams) and QuickBooks
  - Time Management & Prioritization
  - Expense Reporting
  - Multiline Phone Systems
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## Professional Experience

### Administrative Assistant

ACME, Inc. – Syracuse, NY

November 2018 - Present

- Provide administrative support to senior executives, including calendar scheduling, meeting coordination, and travel arrangements.
- Prepare reports, presentations, and correspondence with accuracy and professionalism.
- Serve as the first point of contact for internal staff and customers, ensuring the highest levels of customer service.
- Maintain and organize office files, records, and office supplies.
- Manage confidential data and ensure compliance with company policies.

### Office Assistant

Globex Corp. – Buffalo, NY

October 2015 – November 2018

- Supported daily operations in a busy office, including answering phones, handling mail, and managing office supplies.
  - Assisted in preparing invoices, processing expenses, and updating internal databases.
  - Scheduled meetings and maintained conference room calendars.
  - Collaborated with team members to streamline workflows and improve administrative procedures.
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## Education

### Associate Degree in Business Administration

Salt City Business Institute – Syracuse, NY

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## References

Available upon request

