

Richard Kennedy

ADMINISTRATIVE ASSISTANT



PROFILE

Administrative Assistant with 10+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

(123) 456-7895

Chicago, IL 60622

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PROFESSIONAL EXPERIENCE

Administrative Assistant

Redford & Sons, Chicago, IL | Sep 2019 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics

Secretary

Bright Spot Ltd – Boston, Ma | June 2017 – August 2019

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment

Secretary

Suntrust Financial – Chicago, Il | June 2015 – August 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived to meetings with clients on time

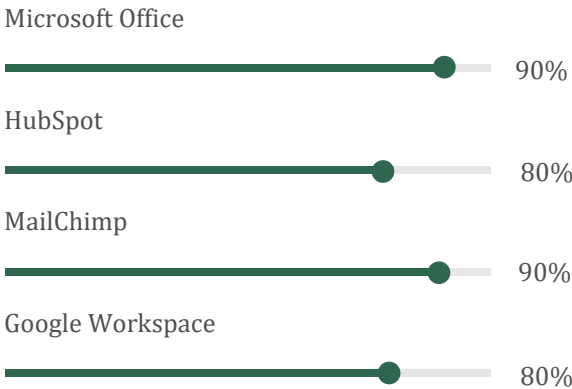
EDUCATION

Bachelor Of Arts in History

River Brook University, Chicago, IL
May 2015

Graduated magna cum laude

KEY SKILLS



ADDITIONAL SKILLS

