

Donald James

Administrative Assistant

Donald Jame

123 Your Street
Columbus, OH 12345

123.456.7890
no_reply@example.com

Objective

Certified administrative assistant with seven consecutive years of office experience, including positions in the medical field and marketing industry. Organized, outgoing professional who helps companies optimize their efficiency. Extensive experience with the Microsoft Office Suite and Adobe.

Experience

Rockstar Sales Squad / Marketing Administrative Assistant

APRIL 2016 - PRESENT, COLUMBUS, OH

- Arrange business meetings, employee interviews and travel accommodations
- Maintain digital and paper files for the sales and marketing teams
- Perform clerical duties, including scanning, faxing and emailing
- Help edit and execute marketing campaigns

Dr. Blake Tennyson, MD / Medical Administrative Assistant

JUNE 2014 - JULY 2016, SPRINGFIELD, OH

- Greeted patients and completed pre-appointment intake interviews
 - Prepared documents for health insurance providers, auto insurance companies and disability agencies
 - Confirmed health insurance benefits, filed claims and submitted appeals for coverage
 - Answered and forwarded calls via a multiline phone system
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Education

Columbus State Community College / Administrative Assistant

Associate of Applied Science

SEPTEMBER 2012 - JUNE 2014, COLUMBUS, OH

Key Skills

- Organized
 - Meeting and interview scheduling
 - Microsoft Office Suite
 - Multiline phone system
 - Strong verbal and written communication skills
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Certifications

- Administrative Assistant Certification from the National Career Certification Board