

ALICE HANSON

Self-driven secretary with over 11 years of administrative experience supporting management and office staff. Highly efficient, dependable team player that is also adept at leading projects and working independently. Can follow directions closely while being flexible enough to adapt to changing priorities at a moment's notice.

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Huntington Beach, CA 01234
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(123) 456-7890

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE SECRETARY

J&J Products, Huntington Beach, CA
December 2016 - Present

- Provides administrative support for two directors and six managers by maintaining calendars, making travel arrangements, preparing invoices, and completing various other tasks as required
- Oversees data management to ensure accurate databases and forms management
- Perform master excel level calculations, including VLOOKUP, pivot tables and data work
- Increased efficiency and improved accuracy by 10% in 2019 by leading the sales team to successfully transfer paper filing systems to electronic data
- Negotiated new vendor contracts to reduce the sales department budget by over 15% annually in 2020

SECRETARY

Behavioral Health Services, Newport
Beach, CA
June 2010 - December 2016

- Greeted incoming clients, answered multi-line phone system, and directed callers to appropriate departments
- Performed clerical duties including copying, printing, scanning, mailing, and organizing medical charts
- Managed office equipment and ordered supplies as needed

EDUCATION

Associate of Applied Science in
Administrative Assistance
LONG BEACH COMMUNITY COLLEGE
Long Beach, CA
September 2008 - June 2010

KEY SKILLS

- Excellent verbal and written communication skills
- Proficient at Microsoft Office Suite (Word, Excel, and PowerPoint)
- Ability to work independently or as a team player
- Highly organized with superb time management abilities

CERTIFICATIONS

- Professional Administrative Certificate of Excellence (PACE), ASAP, 2017