

# Administrative Assistant Resume Sample

Name: Devon Spencer

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Current job: Administrative Assistant at Blakeview Home Property Inc. in Lakefield North, Seattle

## **Objective:**

To manage the workflow of the company and the organization by implementing my expertise and skills. The job is to make sure that everything is managed well and arranged neatly so the company's workflow won't be affected or obstructed. In the end, this job is crucial to build and also maintain long-term positive relationships between companies and clients – as well as other third party suppliers and vendors.

## **Strengths:**

- Proficient and skillful in MS Office, including other software for work management and workflow arrangement
- Fluent in three foreign languages besides English: French, Italian, and Spanish
- 4 years experience in customer service and managing customer relationship
- 4 years experience in content marketing management campaigns
- A prolific and professional writer. Has been a regular contributor to the companies' business website
- 3 years experience in marketing studies preparation and management
- 3 years experience in social media account management. Has taken part in social media advertisement and promotion several times before
- Punctual with good sense of time
- Deep knowledge and understanding in legal terms
- Neat and highly organized
- Flexible. Able to work with a team as well as working solo

## Work and Professional Experience

Administrative Assistant, 2011 to now.

Blakeview Home Property Inc. in Lakefield North, Seattle

### **Responsibilities:**

- Confirm meetings and appointments
- Filter e-mail, including responding to inquiries related to the company's workflow
- Manage and arrange activities calendar
- Supervise, monitor, and oversee digital marketing projects and activities
- Review activities on social media and well as the content marketing materials
- Review and assess date on the operating budgets and planning
- Preside over and report Quarterly Business review
- Oversee customer support, especially for the certain market
- Plan, prepare, manage, review, discuss, and oversees findings of all related reports from the social media analytics and websites

Executive Assistant, 2008 to 2011

Pennville and Clearview Associates, Milkwand, New Jersey

### **Responsibilities:**

- Manage activities calendar
- Filter and oversee the email as well as the traffic
- Transcribe audio from the legal proceedings to the text format
- Note down meetings and dictation
- Manage and handle phones
- Performing and overseeing legal research
- Confirm meetings and appointments

## Education

University of Clearview

School of Law

Madison, Portland

2005-2008

Lakeview Clear College

Bachelor of Administration and Business

Madison, Portland

2001 – 2005, 3.5 GPA

Pinewood Brianna High School

High School Diploma

Pinewood, Portland

1997 – 2001, 3.4 GPA

### **Courses**

- MS Office
- Audio and digital transcription and recording
- Foreign Language: Level 7 – Spanish
- Advanced writing
- Professional transcription
- CRM administration and business class
- SEO and Online Site
- Social media advertisement and marketing

### **Personal information**

- Married with no children
- Date of birth: December the 15th 1982