

Iva Pseudonym
123 Fake Street
Big City, CA 90001

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Administrative Assistant / Secretary

OBJECTIVE

Administrative Assistant, capable of handling a wide range of administrative functions and consistently producing top quality work. Combine excellent organizational skills with hands-on technical knowledge, good memory for details, initiative, and a strong work ethic.

EXPERIENCE

2/1997 – Present Rent-A-Slave Staffing Services, Big City, CA
General Clerical/Secretary

- Temporary secretarial positions in a variety of office environments. Responsibilities included word processing, light transcribing, answering telephones and working on special projects.

1994 – 1996 Faceless Company, Inc. Suburbs, CA
Administrative Assistant

Provided administrative support to the president and accountant for a small company that created and financed golf courses/driving ranges.

- Prepared and maintained company information, including timesheets, expense reports, contracts, and invoice payments.
- Scheduled meetings and travel for management.
- Helped to start up operations/office staffing for golf driving range including research for employee manual.
- Light payroll duties included reconciling timesheets, vacation/sick days, and working with payroll company.

1992 – 1994 GreedCo Smogland, CA
Accounting Assistant

Accounts Payable clerk for Japanese travel agency.

- Performed data entry of invoices with high degree of accuracy and speed, cutting checks, and bank account reconciliation.
- Prepared monthly financial reports for Accountants.

EDUCATION

University of Southern California, Los Angeles, CA
Boring Major