Derrick Applicant

300 5th Avenue • Middletown, CT 12345 • (555) 555-5555 • derrick@applicant.me

**OBJECTIVE:**

To obtain a position as an administrative assistant or office manager and help shape and stabilize a company's operations.

**QUALIFICATIONS:**

* Strong communications and problem-solving abilities
* 5+ years of experience in support, coordination, and scheduling for busy companies
* Proficient in Microsoft Office, content management systems, Adobe Photoshop

ADMINISTRATIVE AND OFFICE MANAGER EXPERIENCE

ABC COMPANY, *Middletown, CT*

**OFFICE MANAGER** (2020-Present)  
Oversee onboarding for new employees, including welcome lunch, training, and introduction to staff benefits.

* Supervise administrative assistants, order supplies, and coordinate all in-office meetings and staff training sessions.

SMITH COMPANY, *Middletown, CT*

**ADMINISTRATIVE ASSISTANT** (2019)

* Answered phones at reception desk in lobby; oversaw the meeting room schedule.
* Primary customer-facing representative, responsible for resolving or escalating problems and concerns.

**TEMP ADMINISTRATIVE ASSISTANT** (2019)

Worked with various temp agencies to fill in as an administrative assistant. Had several long-term placements, including as a maternity leave fill-in. Quickly adapted to office systems, making improvements as necessary.

**OTHER EXPERIENCE**

XYZ CLOTHING STORE, *Middletown, CT*

**SEASONAL SALESPERSON** (2018-2019)  
Assisted customers; worked at the cash register and helped with inventory and stocking new merchandise.

EDUCATION

**BOSTON UNIVERSITY**, Boston, MA

Bachelor of Arts in English and American literature, 2018