

# Jane Doe

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*"Jane is an energetic professional with the exceptional ability to interact with all types of people and can easily handle the work of three assistants. She also has the ability to multi-task, simultaneously working on projects for management, HR, and accounting while maintaining a cheerful and professional disposition."*

-- John Smith, Supervisor, Acme Corporation [Performance Review, June, 2003]

## WORK HISTORY

### Acme Corporation - Office Manager

02/01 - 01/04

- Provided support to six member executive staff; coordinated client & staff meetings, maintained calendar for Board of Directors; provided logistic arrangements and necessary support on as needed basis. Maintained all daily office operations, including management of the facility, furnishings and equipment.
- Scheduled and organized annual Employee Appreciation Week -- selected employee awards, reserved venue, chose décor and dinner menu. **Result:** Came in more than \$3,000 under budget each year by effectively negotiating with vendors.
- Coordinated and supervised security issues for vendor/contractor jobs on company property; expected to uphold highest level of security.
- Managed HR benefits, including completing all new enrollment, changes, and terminations; responsible for review of monthly invoices from all benefits carriers and process all invoices for payment.
- Four-time recipient of the Company's Employee Performance Award, and received two performance-based raises during a 24-month period.

### Name of Company - Human Resources & Administration

10/99 - 02/01

- Maintained database containing employment records for 3,000 personnel.
- Assisted HR Manager/Comptroller with all employment issues related to employees located in New England; coordinated benefits for 3,000 personnel.
- Supported finance department by maintaining A/P and A/R accounts and preparing monthly reports using Excel.
- Served as coordinator for domestic and foreign personnel visiting the area: helped them make travel and hotel arrangements, locate stores, restaurant and medical facilities, etc.
- Never missed a day of work due to illness during 16-months of employment, and received a 25% performance-based raise after only three months.

### Name of Company - Executive Assistant

08/95 - 06/98

- Updated records and maintained data for monthly billings for 3,000+ utility customers.
- Coordinated all service-related needs and activities for customers, including all related information provided to Board of Directors and utility district management team.
- Performed general secretarial duties for three busy executives in a hectic environment.
- Never missed a day of work due to illness in three years and received three raises based on performance.

## SKILLS

- Proficient in Microsoft Windows XP Pro 2002, Outlook, Word, Excel, Power Point, and Quicken; experience with both Macintosh and PC platforms
- Typing 80 wpm
- Public Notary for the State of X [commission expires 07/07]
- Certified by American Red Cross in CPR and AED