Resume

**Minnie Mouse**

88 Main Street | Disneytown VIC | 03 9555-5555

**EMPLOYMENT HISTORY**

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| **Executive Assistant to Vice President** | August 2009 – Present |
| XYZ Corporation |  |

Serve as liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.

*Major Accomplishments*

* Made international travel arrangements for senior-level executives via the Internet, resulting in average net saving of $250 per person/per trip.
* Dispatched messengers on assignments, coordinating trips to ensure that multiple stops were made each time. Saved the company approximately $49.75 per messenger per day.

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| **Senior Administrative Assistant** | November 2007 – August 2009 |
| ABC Magazine |  |

Composed and edited correspondence and memoranda from dictation, verbal direction, and knowledge of departmental policies. Prepared, transcribed, and distributed agendas and minutes of numerous meetings.

*Major Accomplishment*

* Created reliable and efficient client database, saving the company approximately $4,500 in technical support expenses.

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| **Secretary/Administrative Assistant** | July 2002 – October 2007 |
| Raymond Pool Systems |  |

Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

*Major Accomplishment*

* Implemented client data and file management system, saving the company $65,000 in the first year of use.

**EDUCATION HISTORY**

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| Hayes Business College | 2000 – 2002 |
| Diploma of Business |  |