

## Sample Office Assistant Resume

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### Objective:

Seeking for an Office Assistant position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.

### Qualification Summary:

More than 5 years experience in office environment. Able to relate well to the public, in person and on the telephone. Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Strong ability to work effectively with multiple supervisors, balance and prioritize multiple requests. Capable and practiced in handling complex and/or multi-faceted tasks. Extremely knowledgeable in office (clerical / secretarial) and time management. Good organizational skills. Computer literate - well-versed with Windows, word processing (preferably MS Word), spreadsheets (pref. Excel), desktop publishing, and database management.

### Work Experience:

Office Assistant,  
Vons Co., Carlsbad, California,  
June 2005 - present

Duties implied: answering telephones and intercoms, taking messages, responding to inquiries, giving directions to Center, providing comprehensive secretarial and clerical support to center staff and management. Assisted with bookkeeping, payroll, A/R and A/P processing. Greeted visitors, conducted Center tours as needed, provided basic information to visitors, callers. Handled daily staff scheduling. Other responsibilities: processing maintenance requests substituting for manager and supporting staff as needed. Assisted in opening and/or closing of the facility at the beginning and/or ending of each day as needed. Organized, publicized, and registered staff for workshops, staff development. Other tasks as requested.

Administrative Assistant,  
California High, Carlsbad, California,  
May 2002 - May 2005

Acted as initial point of contact for programs by responding to inquiries and requests or directing as appropriate to those who can be of assistance. Answered phones in a professional manner;

assisted parent inquiries (transfer calls, take messages and supply accurate program information). Provided information regarding programs, courses, policies, and procedures to internal and external contacts. Interacted with a large number of staff, students (pre-college), faculty, and parents. Other responsibilities: maintaining a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general, ordering, distributing and managing inventory of office and instructional and residential supplies prior to and during the program, keeping the office neat and organized.

Education:

High school diploma  
National High, San Diego, California  
July 2002

References:

Available upon request