**Mary E. Smith**

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(209) 555-1212

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**OBJECTIVE:**

I am seeking a position as an Administrative Assistant in a fast-paced organization that allows me to utilize my organizational, office and computer skills. I am seeking opportunities to expand my skills while contributing to the success of the business as a whole. As an employee, you will find me to be easily adaptable to different environments. I work well as part of a team.

**SKILLS:**

* Microsoft Office skills (Word, Excel and PowerPoint), includes Internet usage
* Excellent customer service skills including phone and personal interactions
* Consistently expanding and growing skills to stay ahead of the changing business requirements, definitely a quick learner and adapter in new situations
* Exceptional communication skills, creating positive rapport with customers and staff
* Customer service skills and knowledgeable in business management to include scheduling, project management and goal oriented tasks

**WORK HISTORY:**

Johnson Industries – Livermore, CA

* Creating documents, spreadsheets and presentations as requested
* Customer service to include working with customers on all levels
* Heavy phone support; including the support and response to management requests
* Assisting management team in scheduling and maintaining calendars

Martins Tile and Plaster – Oakdale, CA

* Receptionist and office management – to include scheduling appointments, overseeing staff, ordering and maintaining inventory, verifying time records

**EDUCATION:**

Delta College – General Business

References available upon request