

# LINDA DENSON

*Administrative Assistant (functional resume)*

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## SUMMARY

Successful administrative assistant with 5+ years of experience in providing executive level support to principals and clients. Skilled in management and training. Extensive experience with Quickbooks and Xero.

## EXPERIENCE

### **Administrative Assistant**

*U.S. Concrete, 2015-2017*

- Provided administrative support for sales representative team
- Assisted in answering customer calls and sales representative emails
- Placed orders and quotes for customers
- Obtained pricing and request quotes from vendors

### **Administrative Assistant**

*Paul Miller BMW | 2017-2019*

- Scheduled and managed appointments and meetings in multiple time zones
- Completed domestic and international expense reports
- Arranged travel plans, itineraries, and agendas
- Processed invoices for payments
- Maintained an organized system of documents, an electronic method

## CONTACT INFORMATION

Telephone: 123 456 7890

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## SKILLS

### **Database management**

- Used database software to find records, sort, review, edit, print, and other functions
- Used built-in forms and reports in a database
- Wrote queries and reports using available tools

### **Decision Making**

- Defined questions
- Set Clear Measurement Priorities
- Collected Data
- Analyzed Data
- Interpreted Results

### **Creating efficiency**

- Created fast-paced operations schedules to encourage high-volume production and reliable shipment times
- Implemented quality assurance procedures to reduce waste and material damage, successfully reducing material costs by 10%

### **Billing and record-keeping**

- Financial records for the company
- Most employee records
- All records of fringe benefits and capital gains
- Work, health and safety (WHS) records
- Proof of purchases records

## EDUCATION

### **University of South Alabama**

*Bachelor of Applied Science, 2014*