

Your Name

123 Barrington Street, Halifax, NS

your.name@email.ca

Home: 902-123-6789 Business: 902-123-6789

Summary of Qualifications

A highly motivated and effective Administrative Assistant. Achieves business goals through skilled use of word processing, spreadsheet and database software applications. Demonstrates excellent organizational and time management skills to consistently meet deadlines. Works well within complex and deadline-driven environments.

Experience

Capital Health – Halifax, NS

August 2009 – Present

Administrative Assistant

- Developed an electronic management team meeting process by creating a shared folder with agendas, minutes, action items, status updates, and meeting schedules. Edit and proofread complex documents/reports prepared by Regional Managers for external or enterprise-wide distribution.
- Manage the inventories, ordering of equipment and supplies.
- Consistently deal with confidential information and services; maintain the highest standards of sensitivity when handling caseloads concerning staff and patients.
- Assist the Regional Director with budget preparation, forecasting, and summary report.
- Provide project management, and technical support for a variety of successful projects.

Dr. Smith's Medical Office – Bedford, NS

April 2008 – July 2009

Receptionist

- Handled sensitive and confidential information such as patients' medical files and took responsibility for ensuring the file room, where confidential information is stored, was locked at all times.
- Managed doctor's schedule to ensure patients were not double booked.
- Successfully developed and maintained an extensive filing system to ensure faster retrieval of patient files by authorized personnel as well as ensured patient files were up to date with the most recent information.

ABC Manufacturing– Truro, NS

February 2005 – April 2008

Financial Clerk

- Increased efficiency of accounting system. Held various consultations with the existing financial clerks to identify weaknesses in the current tracking system.
- Developed an Excel spreadsheet based on the feedback received which helped to streamline procedures for bookkeeping and increase accuracy of invoice processing.
- Coded and submitted invoices, updated payables log, month end accruals, and verified receivables invoicing accuracy

ABC Manufacturing– Truro, NS

September 2000 – February 2005

Secretary

- Prepared material for management meetings such as PowerPoint presentations from handwritten notes.
- Coordinated internal meetings by sending meeting requests to participants through Outlook's Electronic Calendar on a daily basis.
- Provided administrative support for senior management daily.
- Took leading role in creating marketing material using Word and Power Point.
- Took responsibility for updating rate sheets, aiding in document retrieval for auditing purposes, monthly safety stats, ordering supplies, opening and closing office, writing letters and answering multi-line phones.

Education & Training

Nova Scotia Community College – Dartmouth, NS

September 1998 – June 2000

Secretarial Administration Diploma

- Extensive experience using Microsoft Word to create reports with charts and tables.
- Experienced in using Microsoft Power Point to create presentations, including training programs and sales brochures.
- Extensive experience using Microsoft Excel to create spreadsheets to manage and manipulate large amounts of data
- Skilled in using Microsoft Outlook to set up meetings, create calendar entries and set up notifications

Awards

Excellence of Service – ABC Manufacturing

April 2008

Student of the year - NSCC

June 2000

Dean's List - NSCC

September 1998 – June 2000

Volunteer Work

Fusion HFX – Halifax, NS

September 2012 – Present

Board Member

- Create reports based on discussions at monthly meetings using Microsoft Word
- Strategic discussions on different community initiatives to determine where to focus efforts
- Coordinate monthly meetings for board members and communicate these with other members of the team using Microsoft Outlook's calendar application

Bedford Minor Basketball Association – Bedford, NS

April 2010 – July 2013

Team Manager

- Managed administrative duties for U-14 Boys' team
- Organized fundraising activities
- Booked travel for out of town/province tournaments
- Managed cash flow