**Joe Jobseeker**

1123 Any Street joejobs@email.com

Milwaukee, WI 53202 414-123-4567

**Profile**

Accurate, detail-oriented Administrative Professional focused on adding value through measurable results. Special areas of expertise include executive support, billing, supply inventory management, and customer service.

**Experience**

Great Lakes Company Milwaukee, WI

 *Administrative Assistant* 5/2009 – Present

* Provided critical support to top executives for $10M paper supply company, including schedule management, call screening, and time-sensitive administrative tasks
* Improved schedule accuracy by 10% by implementing appointment confirmation system
* Streamlined invoice approval process through participation in cross-functional project that launched web-based invoice approval

Full-time Parent and Homemaker Milwaukee, WI

*Parent and Homemaker* 9/2004 – 5/2009

* Organized a household of 4 including child development activities, focusing on health, safety, and education
* Volunteered 10 hours per week with school and community organizations, usually in roles requiring high attention to detail

Acme Motorcycles, Inc Madison, WI

 *Warranty Clerk*  5/2001 – 7/2004

* Ensured customer satisfaction during warranty claim process for small custom motorcycle manufacturer
* Achieved 100% accuracy on claims processed during year 2000, prompting company award for excellence

**Education**

University of Minnesota at Duluth Duluth, MN

 90 credits completed toward Bachelor of Arts in Marketing (120 credits required)

 GPA: 3.1 9/1998 – 5/2001

Hibbing Area High School Hibbing, MN

 Diploma 5/1998

**Related Skills**

* MS Office expert in billing software and Microsoft Office Suite
* Type 75 words per minute with 100% accuracy