

Chronological Resume

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Marjorie Barnes

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THROUGH MAY 31:
9932 Sargasso Terrace
Pasadena, CA 91050
(626)555-6313

STARTING JUNE 1:
2224 Hampton Rd.
Beverly Hills, CA 34990
(923)345-9214

OBJECTIVE

to use my exceptional office management, customer service, and people skills as an administrative assistant and thereby create an efficient and positive work environment

QUALIFICATIONS

- Dedicated and motivated to excel
- Experienced in management and administrative secretarial work
- Exceptional at customer service and interpersonal communication
- Versatile and skilled at multi-tasking, especially in a high pressure environment
- Trustworthy with large sums of money and confidential personnel information

PROFESSIONAL EXPERIENCE

Blue Ribbon Technologies – Pasadena, CA

Administrative Assistant (April 2007 to Present)

- Utilize personal computer for word processing, spreadsheet, and graphic design, including internal and external correspondence, reports, procedure manuals, and presentations
- Process confidential employee records, such as salary changes, vacation and absenteeism reports, and performance appraisals
- Complete, submit, and process invoices for payments
- Schedule meetings and appointments as well as make travel arrangements for five executives
- Produce bi-annual expense reports with account summaries, each in excess of 150 pages

The Brew Station – Pasadena, CA

Beverage Server (November 2006 to April 2007)

- Handled between \$500 to \$1,500 in sales and tips per shift
- Provided friendly customer service to a wide array of personalities
- Created, designed, and implemented in-house sales promotions every three months
- Tracked inventory on a daily, weekly, and monthly basis

City of Entertainment – Pasadena, CA**Office Manager/Administrative Assistant (January 2004 to November 2006)**

- Served as administrative assistant to three vice presidents
- Demonstrated knowledge of and accountability for payroll and employee records as well as profit & loss statements, including inventories, labor, petty cash, bank deposits, change orders and bank deposit verifications
- Named “Most Dedicated Employee” in July of 2006 and November 2006

Bellringer Buffet – Pasadena, CA**Hostess (July 2001 to December 2003)**

- Provided friendly customer service to 300 to 800 customers per shift
- Handled between \$2,000 to \$4,000 in sales and tips per shift

Golden Bear Country Club – Pasadena, CA**Clubhouse Assistant Manger and Pool Manager (February 1999 to December 2003)**

- Coordinated weddings, receptions, and holiday parties
- Hired and supervised 25 kitchen staff, bartenders, food servers, and swim instructors
- Created work schedules every two weeks for each staff person
- Processed daily sales operations, including petty cash, payroll, inventory, member statements, accounts receivable and payable
- Maintained the pool at a level that would meet safety requirements and would satisfy club members
- Taught swim lessons each day of the summer months
- Regarded as a hard worker by the manager and by club members

EDUCATION**Boswell Secretarial College, Pasadena, CA****Associate degree for administrative assistant (January 2003 - December 2003)**

- Specialized in accounting, business finance, and office management
- Gained proficiency in using word processing software, such as Microsoft Word, ClarisWorks, and WordPerfect; accounting and database software, such as Peachtree, Microsoft Excel, and Microsoft Access; and graphics software, such as Microsoft PowerPoint, Microsoft PhotoEditor, and Visio
- Used a variety of office equipment, including 10-key calculating pad, fax machines, photocopy machines, postage meters, and multi-line phone systems
- Named to Boswell’s Academic Honor Roll each semester and graduated with high honors (3.8 GPA)