

Combination Resume

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Marjorie Barnes

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

Career Profile

- Has developed solid managerial and administrative secretarial skills
- Displays dedication and motivation to excel
- Demonstrates outstanding interpersonal and customer service skills
- Possesses exceptional versatility and multi-tasking skills, especially in an high-pressure environment
- Manages personnel information confidentially and handles large sums of money honestly

Administrative Assistant Experience Office Management Skills

- Served as administrative assistant to three vice presidents of the City of Entertainment and five executives at Blue Ribbon Technologies
- Scheduled meetings and appointments as well as travel arrangements for five executives at Blue Ribbon Technologies

Record-Keeping Skills

- Processed daily sales operations, including petty cash, payroll, inventory, member statements, accounts receivable and payable
- Produced bi-annual expense reports with account summaries, each in excess of 150 pages
- Completed, submitted, and processed invoices for payments

Interpersonal Skills

- Entrusted to process confidential employee records such as salary changes, vacation and absenteeism reports, and performance appraisals
- Communicated with many different personalities while scheduling meetings and appointments as well as making travel arrangements
- Interacted with diverse clients on a daily basis

Computer Skills

- Proficient in using computer software for internal and external correspondence, procedure manuals, presentations, and reports
- Adept at using a variety of software:

<u>Word Processing</u>	<u>Spreadsheets & Accounting</u>	<u>Graphics & Presentations</u>
Microsoft Word	Peachtree	Microsoft PowerPoint
ClarisWorks	Microsoft Excel	Microsoft PhotoEditor
WordPerfect	Microsoft Access	Visio

- Experienced at troubleshooting computer problems with others
- Able to learn new softwares by hands-on experimentation

Recognition

Named “Most Dedicated Employee” as office manager in July of 2006 and November of 2006

Employment History

- **Blue Ribbon Technologies, Pasadena, CA**
Administrative Assistant: April 2007 to present
- **City of Entertainment, Pasadena, CA**
Office Manager: January 2004 to November 2006

Education

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

- Specialized in accounting, business finance, and office management
- Named to Boswell’s Academic Honor Roll each semester
- Graduated with high honors (3.8 GPA)

NOTE: A resume should never fill a portion of a page, as is the case here.