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| --- |
| Your Name |
| * 101 Main St. Springfield, CA 90001 * (213) 555-12345 * (310) 555-2345 * xxxx@example.com |
| Objective |
| * Highly organized secretary with extensive experience in office administrations seeks the opportunity to grow as a professional and improve administrative functions. |
| Professional Profile |
| * **Secretary and Manager assistant**   Company’s Name  2006-Present   * **Secretary and administrative assistant**   Company’s Name  2004-2006   * **Secretary and receptionist**   Company’s Name  2000-2004 |
| Education |
| * **University name**   Degree  Years   * **University name**   Degree  Years |
| Skills |
| * Microsoft Office * English, Spanish (advanced) |
| References |
| * Include references |