



John Doe

123 Any Street, Anywhere, MA 01532
Phone: 555-123-9876
Email: jdoe@pongo.com

ADMINISTRATIVE SUPPORT:

Skilled Administrative Professional with a variety of experience, including strategic planning in a variety of fast-paced environments. Ability to problem-solve under the most difficult of circumstances. Willingness to learn from superiors and peers, while paying close attention to detail. Well-honed organizational skills and educational background.

PROFESSIONAL EXPERIENCE:

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|--|---|------------------------|
| <i>February 2010
to
April 2011</i> | N.E. House Partnership
<u>Relocation Representative</u> | Boston, MA |
| | <ul style="list-style-type: none">• Scheduled appointments with participants to calculate their rent share.• Verified family composition, income, student status and interpreted lease and contract agreements and program regulations.• Entered data and updated tenant information on our agency wide tracker computer system. Tracked, suppressed, terminated, and released subsidy payments to property owners in a timely fashion.• Founded the Standard Operations and Procedures Committee, an internal committee that worked to create documentation outlining the responsibilities of relocation representatives. | |
| <i>February 2008
to
April 2009</i> | BDB Insurance
<u>Special Assistant</u> | Springfield, MA |
| | <ul style="list-style-type: none">• Organized the details of special events.• Updated files, archives, student records and contact databases.• Contacted potential business partners to schedule meetings and handled general phone calls. | |
| <i>October 2006
to
November 2007</i> | BB University
<u>Office Assistant</u> | Worcester, MA |
| | <ul style="list-style-type: none">• Organized survey data and transferred the information into an easy to follow document.• Sorted and labeled mass letters to the BB University community and conducted office to office deliveries.• Assisted the multicultural education staff with special projects such as the B.B.U. student trip to the 2009 inauguration. | |

EDUCATION:

- | | | |
|------|--|----------------------|
| 2006 | State University
<u>Bachelor of Arts</u> Political Science GPA: 3.5 | Worcester, MA |
| | <ul style="list-style-type: none">• Leadership Experience: Student Union• Spread cultural awareness and promoted diversity on campus• Hosted educational discussions and community service opportunities | |