




Gerald Immanuel

Senior Administrative Assistant

gerald.immanuel@email.com 

(123) 456-7890 

Philadelphia, PA 

[LinkedIn](#) 

Work Experience

Mitsubishi - Senior Administrative Assistant

August 2015 - current

Philadelphia, PA

- Organized expense reports for the executive team of 12 and reconciled statements while ensuring on-time payment
- Coordinated the preparation and creation of PowerPoint presentations for customers, **representing over \$5M in annual revenue**
- Initiated 27 recommendations for process improvements related to administrative activities
- Attended 6 weekly meetings between executives and CEO and followed up on action items
- Systematized 10+ calendars of the executive team by scheduling meetings, follow-ups, and coordinating with required participants

The Fricks Company - Administrative Assistant

June 2012 - July 2015

Philadelphia, PA

- Developed 100+ corporate documents for owners, superintendents, and industry partners
- Organized 12+ weekly meetings and 50+ appointments
- **Collaborated in 23 company initiatives** and goals by offering support to owners and co-workers
- Systematized and overhauled 4 filing systems of paper and electronic documents

EducationWorks - Administrative Assistant Intern

February 2012 - June 2012

Philadelphia, PA

- Managed and coordinated schedules, emails, and voicemails for 6 executives
- Answered inquiries, provided direction, and **screened 50+ daily callers** to ensure timely response and resolution
- Greeted and directed 40+ daily visitors to their appropriate location

Education

Drexel University - Bachelor of Arts, Marketing

2008 - 2012

Philadelphia, PA

Skills

- Microsoft Office, Excel, PowerPoint, Word
- QuickBooks
- Scheduling
- Process improvement
- Attention to detail
- Communication