

GERALD IMMANUEL

*Senior Administrative
Assistant*

✉ g.immanuel@email.com

☎ (123) 456-7890

📍 Philadelphia, PA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts
Marketing

Drexel University

📅 2008 - 2012

📍 Philadelphia, PA

WORK EXPERIENCE

Senior Administrative Assistant

Mitsubishi

📅 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

Administrative Assistant

The Fricks Company

📅 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

Administrative Assistant Intern

EducationWorks

📅 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

SKILLS

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