

**MARY JONES**  
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**Any City, State 55555**

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A dependable administrative assistant who has a proven track record in secretarial support, office management, special events planning and travel arrangements for corporate executives.

- Managed Board of Directors meeting preparations including scheduling, notification, menu planning, room set-up and collateral materials.
- Organized board management retreats that included arrangements for speakers, hotel accommodations, travel, social events and training materials.
- Orchestrated travel arrangements for a large sales staff including airline flights, car rentals and hotel reservations.
- Planned and organized national conferences for a network of eight manufacturing organizations with 800 attendees.

A self-directed and detail-oriented professional with excellent communications, organizational and planning skills.

### **EXPERIENCE**

**RXR Corporation**, Los Angeles, California

1998-2007

#### **Administrative Assistant to the Chief Executive Officer**

Provided administrative support to the President and Board of Directors for a manufacturing company.

- Wrote and prepared monthly Board of Director minutes for distribution to members and executive staff.
- Coordinated catering, including the selection of specialty menus, decorations, media services and conference materials for an evening business meeting.
- Responded to media inquiries about company news and triaged calls to appropriate staff.
- Planned annual picnics for 800 participants and coordinated the entertainment, catering, activities and promotional materials.
- Served as the corporate representative for community service clubs and events.

**Sales Corporation**, Los Angeles, California

1991-1998

#### **Secretary to the Director of Sales (1996-1998)**

Provided secretarial support for a 100-member sales force of a lens manufacturer and pharmaceutical supplier.

- Created and distributed bi-annual, 20-page, four-color sales catalogs.
- Coordinated the completion and collection of personnel documents for insurance, stock contracts and compensation changes for 12 sales offices across the United States.

#### **Secretary to the International Marketing Manager (1992-1996)**

Distributed corporate communications materials, marketing brochures and incentive program information to 42 international sales representatives.

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**Sales Corporation, Continued**

- Prepared a monthly statistical analysis of sales activities, profits and trends.

**Secretary to the Product Director (1991)**

**Electronic Corporation, Los Angeles, California**

1989-1991

**Senior Secretary, Group Leader**

Managed seven clerical staff for an electronic device department.

- Scheduled clerical personnel typing assignments for government contracts.
- Completed and maintained employee records for compensation, time off, insurance coverage and overtime.
- Obtained security clearance permits through ongoing screens and investigations.

**Furniture Manufacturer, Los Angeles, California**

1985-1989

**Executive Secretary**

Served as the executive secretary to the Sales Manager of a home furnishings manufacturer with 28 sales representatives.

- Organized furniture shows for direct buyer marketing.
- Coordinated travel arrangements for owners and sales staff.
- Wrote and updated price books with detailed information on styles and fabrics.
- Conducted showroom tours and organized entertainment for buyers.

**SPECIAL SKILLS**

Typing 90 words per minute  
Shorthand 100 words per minute  
10-key adding machine by touch  
Dictaphone and word-processing