

MARY JONES

**123 Any Street
Any City, State 55555**

**Cellular/Messages: (213) 777-5678
e-mail: MaryJones@earthlink.net**

A highly experienced executive administrative assistant with 20 years of progressively increasing responsibilities in:

- | | | | |
|-----------------|----------------|--------------------|-------------|
| Word Processing | Recruiting | Training | Bookkeeper |
| Organizational | Event Planning | Project Management | Purchasing |
| Telephone | Accounting | Travel Planning | Supervisory |

EXPERIENCE

Prestige University, Los Angeles, California

2006-2009

Administrative Assistant for the Dean of the College of Letters and Arts

Greeted and made living arrangements as well as entertainment reservations for VIP visitors to the Dean's office. Kept the Dean's calendar, typed correspondence, composed and typed dictated e-mails, and scheduled events for a business college with 97 instructors and 1,350 students as part of a university with 1,700 faculty and 9,000 students.

- Organized 5,525 visitors to the College of Letters and Arts, with responsibility for reservations, scheduling, appointments and transportation.
- Coordinated the search for a new Dean of the College of Letters and Arts. This included following guidelines from the Provost, making travel and lodging reservations, scheduling interviews and arranging meals.
- Hired and supervised workstudy students who assisted with regular office duties.
- Worked with 900 students concerning assistance from the Dean's office.
- Provided interim office assistance for the entire faculty and staff.
- Oversaw the complete renovation of the basement and second floor with a budget of \$2.7 million.
- Arranged maintenance on the college's classrooms and offices buildings, including cleanup, repairs, security and new construction.
- Planned, coordinated and facilitated more than 600 events annually.
- Organized catering for 300 events with a total of 5,500 attendees.
- Oversaw a switchboard that received more than 6,000 calls per year.
- Advised faculty and staff on protocols, course content and academic resources.
- Arranged parking for 300 vehicles yearly for faculty, students and visitors.

First Accountancy Corporation, San Pedro, California

2003-2006

Administrative Assistant

Performed secretarial duties, including telephone, correspondence, bookkeeping, tax assembly, tax return reviews, and accounts receivable and payable; managed e-filing of tax returns for an accounting company with three CPAs and 950 clients.

- Received more than 1,500 calls annually and scheduled clients for tax return preparation.
- Assembled tax returns, reviewed them with clients and completed returns' processing. Completed e-filings to the IRS.
- Re-organized office procedures.
- Prepared dictated correspondence from all CPAs and clients.
- Maintained office equipment and purchased supplies.

MARY JONES**Page Two****Smith & Brothers, LLC, Certified Public Accountants**, Los Angeles, California

1999-2003

Administrative Assistant

Managed the front office and receptionist for six CPAs, three bookkeepers and an office manager for a CPA firm with more than 900 clients.

- Performed bookkeeping for 20 high-profile clients.
- Assisted a divorce litigation CPA with settlement agreements.
- Helped the firm's controller and attorney with special projects.
- Assembled income, payroll and property returns.
- Prepared a large volume of letters and financial reports.

Kline-Grey Corporation, Torrance, California

1998-1999

Executive Secretary to the President

Acted as the right-hand to a busy president of a customs broker importing general merchandise nationwide with a staff of 60.

- Processed all e-mails and general correspondence.
- Paid the president's personal invoices.
- Reviewed, updated and published large projects, including proposals for shipping companies.
- Generated a high volume of correspondence, reports, analyses and research for senior management.
- Maintained the president's membership and participation in various public and private organizations.
- Prepared schedules and arranged meetings.
- Conducted the company's bank reconciliation with the controller.
- Organized the entire executive office files, databases and systems.

Jack Jefferson, Accountancy Corporation, Santa Monica, California

1997-1998

Bookkeeper to Certified Public Accountants

Maintained client accounts receivable and payable, general ledger, payroll, and taxes for four tax accountants. Typed correspondence and financial reports. Answered phones and scheduled appointments. Assembled client tax returns. Reorganized office filing, databases and systems.

Jim Smith, CPA, Long Beach, California

1990-1997

Bookkeeper to a Certified Public Accountant

Provided bookkeeping services to more than 300 clients. Assembled returns. Typed correspondence, reports and financial data for a single-accountant office. Assisted a wealthy client with bookkeeping and payroll taxes on a weekly basis.

PRIOR EXPERIENCE

Served as the executive secretary for the president of a major plastic company.

EDUCATION**California State University, Los Angeles**, Los Angeles, California**Bachelor of Arts, Business Administration**, Cum Laude

Other Skills: Shorthand, MS Office (Outlook, Word, Excel, PowerPoint, Access), MAS 90, Peachtree, QuickBooks, purchasing, accounts receivable and payable, payroll, bookkeeping, training