

GABRIELA HERNANDEZ

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OBJECTIVE

To acquire an **Administrative Assistant** position utilizing my customer service experience and exceptional software and organizational skills.

PROFESSIONAL SKILLS

- Proficient office skills including keyboarding (50+ wpm), data entry, scheduling/appointment setting, customer service, professional correspondence, and answering multiple phone lines.
- Highly dependable, punctual, and efficient; able to handle multiple projects and prioritize workload while meeting deadlines with minimal supervision.
- Effective communicator with polished telephone, interpersonal, and writing skills.

EDUCATION

Lee College, Baytown, TX

December 20xx

Associate Degree in Professional Office Technology; GPA: 3.77/4.0

Certificates: Office Assistant, Administrative Specialist, and Administrative Assistant

Training included:	Administrative Office Procedures	Business Correspondence & Communication
	Advanced Word Processing	Desktop Publishing
	Spreadsheets	Workplace Diversity
	Advanced Keyboarding	

CLERICAL EXPERIENCE

Office Assistant Internship – JMC Company, Anahuac, TX

Fall 20xx

- Provided administrative support including word processing and secretarial services to executive staff members.
- Utilized organizational and problem solving skills to prioritize multiple responsibilities.
- Created more efficient filing system, answered client inquiries over the phone and in person, and performed data entry using word processing and spreadsheet software.

Student Assistant – Lee College Counseling Office, Baytown, TX

Fall 20xx – Present

- Answer incoming calls, greet everyone that enters office, schedule student appointments, enter student records in the computer, and create flyers and email notifications for special events.
- Assist counselors with training new student workers. Developed and organized “new hire packet” used to orient new student workers.

COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook, WordPerfect, Internet Explorer, Netscape Navigator, and Photoshop.

PORTFOLIO

Electronic portfolio can be viewed at <http://myportfolio.gabriela.com>

REFERENCES

Mrs. Sarah Smith

Office Manager

JMC Company

123 Main Street, Suite A

Anahuac, TX 77514

(000) 000-0000

Mr. Paul Harrison

CEO

JMC Company

123 Main Street, Suite A

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Ms. Tina Davis

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Ms. Mary Jones

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