

Shelly Warren

2022 Maley Street, Leesburg, Florida 34748
(352) 787-5048 Email: warrens@yahoo.com

Comment [sr1]: Name stands out with larger font and is first item on the page

Comment [sr2]: Spell out the state on resumes

Comment [sr3]: Professional email and ample ways of communicating

SUMMARY STATEMENT

Comment [sr4]: All headings are formatted the same

My former office and health care experience, combined with my recently earned certificate in an Administrative Assistant program, qualifies me for the administrative assistant position that I am seeking.

SKILLS

- MS Word 2007
- MS Excel 2007
- MS Publisher 2007
- QuickBooks
- Dragon Naturally Speaking
- Access 2007
- Outlook 2007
- Office Machines
- Machine Transcription
- Proofreading
- 10-Key Calculator
- Customer Service
- Filing
- Mail Processing
- Business Writing

EXPERIENCE

IMPACT, INC. Leesburg, Florida *March 2009-Present*

Administrative Assistant

Administrative support professional performing versatile office management skills.

- * Answering telephones
- * Maintaining files
- * Maintaining daily tracking log
- * Assisting in the coordination of off-site meetings for staff
- * Completing other duties as assigned

Comment [sr5]: All dates on resume offset with italics (use month and year)

Comment [sr6]: Titles offset by bold formatting

Comment [sr7]: Uses active verbs

Comment [sr8]: Bulleted items looks good; can be listed in two lines if extra space is needed on the resume. The entire page looks clean and inviting to read using white space effectively

DAISY CARE Summerfield, Florida *May 2007-March 2009*

Caregiver

Provided routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients.

- * Cooking
- * Housekeeping
- * Grocery Shopping
- * Personal caregiving
- * Providing transportation

EDUCATION AND TRAINING

8/2011—6/2012 | Lake Technical Center, Eustis, Florida | Administrative Office Specialist Certificate

SPECIAL ACHIEVEMENTS

- Florida Ready to Work Certificates *May 2012*
- Student of the Month, Lake Technical Center *April 2012*
- Microsoft Office Specialist Certificate *June 2012*
- National Technical Honor Society *2011-2012*

Comment [sr9]: Kept to one page and no References Available Upon Request needed