


# John Doe

430 Kele Street

 Kahului, Hawaii 96732

 (808) 871-6373

 info@oahuhotjobs.com

## Objective

A challenging position as an administrative assistant at a reputed firm, which will allow me to further utilize my existing skills and enable me to acquire new abilities.

## Skills/Qualifications

- Typing: 85wpm
- Strong organization and analytical skills.
- Excellent interpersonal skills, office etiquette and phone manners.
- Software: All Windows operating systems, MS Word, Access and Excel.
- Profound database management skills.

## Experience

4/2007-Present

Aloha International Emp.

Honolulu, HI

### *Administrative Support Specialist*

- Responsible for managing and directing front office.
- Created and designed formats for documents
- Responsible for creating databases of client's information.
- Planed a structured form that helped to organize meeting set-ups and improved communication.

7/2002-4/2007

Business Company

Kahului, Maui

### *Administrative Assistant*

- Worked as communicator between staff and president.
- Managed off-site and internal functions and other events.
- Responsible for the implementation and purchase of new time keeping system.
- Designed new streamlined archival.

10/2000-7/2002

Generic Associates

Kahului, Maui

### *Receptionist*

- Handled various office reception duties with efficiency and diligence
- Used software in various tasks and utilized knowledge of key office data entry software

## Education

University of Hawaii

Manoa

BS in Business Administration

- Deans list 4 consecutive Semesters
- Volunteer work with Disabled Student Services

Maui College

Kahului

A.A. in Liberal Arts

- Completed a Comprehensive Secretarial Course

## References

Jane Dough

Business Company Manager

(808) 555-5555

Ron Duer

Generic Associates Sales Rep

(808) 555-5556