

Administrative Assistant

PATRICIA MCMAHON

150 Wallingford Boulevard
Houston, Texas 09876
(123) 456-7890

OBJECTIVE: To serve a hard-working executive who needs an assistant with enterprise and the capacity to take over routine functions and detailed work.

EXPERIENCE: **Plastic Porcelain Company** — Wyeth, Texas
ADMINISTRATIVE ASSISTANT, January 1991 to present

- Confer with Plant Superintendent daily, reviewing day's work.
- Keep all records using Lotus 1-2-3, prepare payroll.
- Supervise head office clerical force, eliminate backlogs.
- Review inventory and allied records.
- Maintain Plant Superintendent's office.
- Troubleshoot as typist, bookkeeper, record clerk.

Houston Electronics Industries — Houston, Texas
GAL FRIDAY, April 1988 to January 1991

- Started as secretary but assumed all office responsibility.
- Reported to proprietor daily on all office procedures.
- Kept all books and all records; prepared payroll.
- Resolved administrative problems in absence of proprietor.
- Assisted customers who called on telephone or in person.

EDUCATION: **Southwest School of Business** — Houston, Texas
February 1987 to January 1988
CERTIFICATE IN BUSINESS SKILLS

Qualified in bookkeeping, typing, shorthand, and dictaphone
Qualified in IBM SYSTEMS 36/MAPICS and RPG III light
programming
Qualified in machine records.

Houston Commercial High School — Houston, Texas
February 1982 to February 1986
COMMERCIAL COURSE DIPLOMA

REFERENCES: Specific references will be furnished on request.