

行政助理ExecutiveAssistant简历 PDF转换可能丢失图片或格式  
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历的简历中应聘者描述了自己的实际执行操作能力，和处理人际关系的沟通能力，同时列出了自己的工作经验（由于篇幅有限，工作经验部分只是列举几条），同时该应聘者还有

教学和社区服务经验，在简历的最后，还提到了自己的教育背景。 BUSINESS SKILLS: Word processing: Microsoft Word  
Other applications: PowerPoint, Microsoft Publisher, QuarkExpress, PhotoShop, Excel, Access, File Maker Pro, Microsoft Outlook, Lotus Notes, Reference Manager Writing ability (proposals, newsletters, presentations, resumes, cover letters) Internet skills  
Event coordination: trade shows, seminars, user conferences

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----- STRENGTHS: Interpersonal skills - ability to put people at ease. Dependable, organized, efficient .Team player. Self-starter  
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----- BUSINESS EXPERIENCE: The Health Institute, Division of Clinical Care Research, New England Medical Center, Boston, MA November 2000 - Present, Executive Assistant to Director and to Research Scientist Created prepress drafts for flyers, catalogs, order forms, and price lists Managed digital image library Formatted digital images for Website Coordinated co-op program and produced credit memos Wrote memos, presentations, and correspondence for Vice President Maintained Excel sheets for

budget, brand ID program, and retail mailer program Monitored invoices Health Dialog, Inc., Boston, MA Sept. 1998-April 1999 Administrative Assistant for healthcare management firm Edited and produced company newsletter Maintained company database Performed Internet research on health topics and competition Reviewed and analyzed health videos Created PowerPoint presentations Fulfilled orders for videotapes

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----- TEACHING EXPERIENCE: Taught in nursery school for 5 years and kindergarten for two years

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----- COMMUNITY SERVICE: Prescription Parents, Inc. (a parent support group for parents of children with cleft lip/palate) Member (1981-present), President (1995-present, 1985-87), Secretary (1984-85), Newsletter Editor (1982-84, 1987-89), Corresponding Secretary (1989-1995) Office for Children, Southern District Council, Former Member of Board of Directors

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----- EDUCATION: 1992-93 Katharine Gibbs School, Boston, MA. "Entree" Business Program, Deans List 1971-75 Boston State College, Boston, MA. M.Ed. Early Childhood Education, Deans List 1967-71 Albertus Magnus College, New Haven, CT. B.A., major in English 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)