

Grace Lee

Administrative Assistant

grace@example.com · Chicago, IL

SUMMARY

Administrative assistant with 5 years supporting executives and busy offices. Manage calendars for 3 directors, organise events for up to 200 guests and cut office supply spend by 20%.

EXPERIENCE

Administrative Assistant

2021 — Present

Harbor Law LLP

- Manage calendars, travel and correspondence for 3 directors.
- Organised 12 company events a year, the largest for 200 guests, on budget.
- Renegotiated supplier contracts, lowering office supply spend by 20%.
- Process 150+ invoices a month with zero late payments in 2 years.
- Set up a shared filing system that halved time spent searching for documents.

Receptionist

2019 — 2021

City Realty

SKILLS

Calendar management

Microsoft 365

Google Workspace

Travel booking

Event planning

Minute taking

Invoice processing

Office management