

SAMPLE RESUME – EXPERIENCED PROFESSIONAL

Brenda Riley

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Objective: Seeking an Executive Assistant position with UNC Healthcare System

Profile:

- Diligent, detail-oriented administrative assistant knowledgeable of all office functions
- Excels at multi-tasking in a fast-paced environment, completing projects within time and budget constraints
- Superior telephone, customer service and computer skills
- Proficiency in MS Word, Excel, Outlook and PowerPoint

Experience: **DEPARTMENT OF HEALTH & HUMAN SERVICES,**
Cherry Hospital (1995-present)
Physical Therapist Assistant (2001-present)

- Document patient data in computer system
- Increased productivity through superior patient interaction and prior department experience, allowing staff to evaluate more patients

Office Assistant Clerk, Rehabilitation Department (1995-2001)

- Provided administrative support to the Associate Chief and Program Specialist of the Rehabilitation Service, the Rehabilitation Clerical Office and Physical Therapy
- Created and executed numerous projects using Excel and PowerPoint; used PowerPoint to help develop a staff cascade phone directory
- Scheduled and greeted patients; answered telephones; purchased supplies; and performed data entry, billing and coding
- Arranged training class travel; assisted managers in training students
- Managed new referral tracking system that improved patient care; identified and resolved problem of delays in patient treatment

Education: North Carolina State University, Raleigh, NC
Bachelor of Arts in Behavioral Science, Expected 2008

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC
Associate of Applied Science, Physical Therapy Assistant

Adapted from www.resumeedge.com/promo.formatting3.php