

# Combination Resume

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## **Marjorie Barnes**

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**Career Goal** to use my exceptional office management, customer service, and people skills as an administrative assistant and thereby create an efficient and positive work environment

**Career Profile**

- Has developed solid managerial and administrative secretarial skills
- Displays dedication and motivation to excel
- Demonstrates outstanding interpersonal and customer service skills
- Possesses exceptional versatility and multi-tasking skills, especially in an high-pressure environment
- Manages personnel information confidentially and handles large sums of money honestly

**Administrative Assistant Experience** Office Management Skills

- Served as administrative assistant to three vice presidents of the City of Entertainment and five executives at Blue Ribbon Technologies
- Scheduled meetings and appointments as well as travel arrangements for five executives at Blue Ribbon Technologies

### Record-Keeping Skills

- Processed daily sales operations, including petty cash, payroll, inventory, member statements, accounts receivable and payable
- Produced bi-annual expense reports with account summaries, each in excess of 150 pages
- Completed, submitted, and processed invoices for payments

### Interpersonal Skills

- Entrusted to process confidential employee records such as salary changes, vacation and absenteeism reports, and performance appraisals
- Communicated with many different personalities while scheduling meetings and appointments as well as making travel arrangements
- Interacted with diverse clients on a daily basis

Computer Skills

- Proficient in using computer software for internal and external correspondence, procedure manuals, presentations, and reports
- Adept at using a variety of software:

<u>Word Processing</u>	<u>Spreadsheets &amp; Accounting</u>	<u>Graphics &amp; Presentations</u>
Microsoft Word	Peachtree	Microsoft PowerPoint
ClarisWorks	Microsoft Excel	Prezi
WordPerfect	Quickbook	Corel Paintshop Pro
- Experienced at troubleshooting computer problems with others
- Able to learn new softwares by hands-on experimentation

**Recognition**      Named “Most Dedicated Employee” as office manager in July of 2016 and November of 2016

- Employment History**
- **Blue Ribbon Technologies, Pasadena, CA**  
Administrative Assistant: April 2017 to present
  - **City of Entertainment, Pasadena, CA**  
Office Manager: January 2014 to November 2016

**Education**      **Boswell Secretarial College, Pasadena, CA**  
Associate degree for administrative assistant (January 2013 to December 2013)

- Specialized in accounting, business finance, and office management
- Named to Boswell’s Academic Honor Roll each semester
- Graduated with high honors (3.8 GPA)

**NOTE:** Previously, a print resume that did not fill the entire page was unacceptable. Now, a partial second page like this could be considered acceptable.