

## Example #1

#2-345 Any Street  
Any Town, ON A1B 2C3

613-555-1212  
example1@sympatico.ca

---

**OBJECTIVE:** An interesting position as an **Administrative Assistant** utilizing my skills in effective communication, organization, problem solving and coordination of events.

### HIGHLIGHTS

- Extremely well-organized and efficient.
- Ability to quickly learn new procedures and methods.
- Capable of handling multiple projects concurrently.
- Effective interaction with customers, vendors and all levels of management.
  - Competent computer skills including knowledge of word processing,
    - database and spreadsheet software as well as e-mail.
  - Ability to work both independently and in a team environment.
- Experience working in a support role providing assistance with various correspondence.
- Experience preparing budgets and reconciling financial reports.

### EXPERIENCE

- |                             |   |                          |
|-----------------------------|---|--------------------------|
| February 2001<br>to Present | <b>ABC Inc.</b><br>Bookkeeper   | <b>Any Town, Ontario</b> |
|                             | <ul style="list-style-type: none"><li>• Responsible for maintaining records of financial transactions for the company.</li><li>• Verified details of business transactions recorded on sales slips, invoices, receipts, check stubs and computer printouts.</li><li>• Posted details of business transactions to subsidiary accounts in computer files.</li></ul> |                          |
| Nov 1999<br>to Sept 2000    | <b>DEF Company</b><br>Marketing Co-Ordinator  | <b>Another Town, ON</b>  |
|                             | <ul style="list-style-type: none"><li>• Managed various projects with the marketing department.</li><li>• Managed production of catalogues and displays.</li><li>• Presented product knowledge seminars.</li><li>• Organized and set-up showrooms, trade show booths and worked trade shows.</li></ul>  |                          |

March 1999 **HIJ Ltd.** **Any Town, ON**  
to Nov 1999 Marketing Manager (maternity leave replacement)

- Managed projects relating to advertising, displays, POP, product development, showrooms, samples, trade shows, product knowledge seminars, market research.
- Prepared proposals for marketing programs to major national retailers.

April 1998 **KLM Company** **Another Town, ON**  
to March 1999 Product Manager Trainee

- Managed all aspects of market research and analysis.
- Managed development and administration of sales forecasts.
- Established selling prices of product lines, prepared and distributed price lists.
- Prepared and presented product presentations to selected accounts and members of the sales force.
- Attended trade shows to determine performance of product lines.

November 1987 **NOP Footwear** **Any Town, ON**  
to April 1998 Export Customer Service Representative

- Responsible for taking phone orders, handling inquiries and complaints from all US and Canadian accounts.
- Provided extensive product knowledge to accounts.
- Processed credits and returns on orders.
- Distributed daily work load to other members of the export staff.
- Trained new members of the team.

## EDUCATION

Completed 1999 **Wilfred Laurier University** **Waterloo, ON**  
Diploma in Business Administration

Completed 1987 **Conestoga College of Applied Arts & Technology** **Stratford, ON**  
Diploma for Executive Secretary

## Core Competencies

- Administrative Support
- Work Prioritization
- Customer Service
- Cash Management
- Marketing Research
- Marketing Communications