

Sample chronological resume

LOLA JAMES
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CAREER SUMMARY:

Administrative professional with experience providing support to director and executive level staff. I have a proven track record of managing multiple priorities, effectively supervising staff, and producing accurate, complete and timely reports and correspondence. I have strong computer skills in a variety of computer systems and applications. I am seeking a Secretary 1 position with opportunities for growth.

EXPERIENCE:

New York State Office of General Services, Albany, NY May 2009 – Present
Office Assistant 2

- Produce correspondence, reports and charts utilizing various spreadsheets, word processing and data base programs for executive level staff.
- Compile monthly and quarterly reports for executive staff and ensure appropriate and timely distribution.
- Distribute incoming correspondence and draft responses to general program inquiries.
- Supervise office clerical staff, assign work, and ensure necessary office coverage.
- Develop office procedures manual and train staff.

New York State Department of Labor, Albany, NY November 2006- April 2009
Office Assistant 1

- Entered client information into various information systems and prepared case files for the Director's office.
- Prepared and proofread letters to clients and ensured appropriate format, content, and distribution.
- Routed all incoming correspondence to appropriate staff and tracked responses in a database.
- Prepared standard reports for the Director's Office from data in tracking databases.
- Managed extensive paper-based and automated file keeping systems for the Director's office.

EDUCATION: Associate of Science, Business Administration
Hudson Valley Community College

COMPUTER SKILLS: Microsoft Office Suite, Lotus Notes, Adobe Acrobat,
Adobe Photoshop

LANGUAGE SKILLS: Fluent in Spanish