**Jane Doe**

13 Fake Ave., Sault Ste. Marie, ON

705-123-5678 janed@gmail.com

**PERSONAL ASSISTANCE**

Demonstrated Ability to Bring Order to Chaos

Resourceful, highly organized, and accomplished candidate with extensive office operations and personnel organization expertise gained in varied settings. Consistently recognized for improving operational procedures and producing error-free projects/documents. Unique ability to multi-task while maintaining primary focus on priority assignments. Established reputation for exceptional service. Fast learner with the proven ability to hit the ground running and deliver results quickly. Reputation for displaying professionalism and high levels of integrity. Core competencies include:

|  |  |  |
| --- | --- | --- |
| * Schedule Coordination
 | * Data Entry & Record Keeping
 | * Personal Errands
 |
| * Problem Resolution
 | * Cash Handling & Deposits
 | * Event Planning
 |
| * Staff Training
 | * Internal & External Communication
 | * Document Production
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**TECHNICAL SKILLS**

Microsoft Office (Word, Excel, Outlook, PowerPoint), Access, ADP, Reynolds & Reynolds, Ten Key, Type 55 WPM

**PROFESSIONAL EXPERIENCE**

**JOHN DOWE ENTERPRISES**

Personal Assistant, Some town, ON, 20xx – Present

Serve in a personal and administrative capacity to support John Dowe, a former NFL player and present ESPN Sports Analyst. Provide a personalized level of attention to ensure needs are met and maintained.

* Coordinate domestic and international travel arrangements, including flights, hotel stays, and ground transportation.
* Schedule meetings with Nike, T-Mobile, and private investors regarding sponsorship and other related business opportunities.
* Manage incoming calls from charitable organizations interested in Mr. Dowe’s attendance at fund-raising events and speaking engagements.
* Assist the Business Manager with personal errands, including bank deposits, and opening of escrow accounts. Manage and maintain Mr. Dowe’s personal calendar.

**JOHN SIMITH PRODUCTIONS**

Personal Assistant, Some town, ON, 20xx – 20xx

Provide comprehensive support to the General Manager of Business Development, ABC Records, and Producer of BCD Rock Tour. Coordinate business affairs, including work, and work schedule. Manage expense accounts and administer payroll for Megastar tour members. Liaise with valued clientele in fulfilling ticket requests for BCD Group. Clearly correspond with all departments via weekly memos. Participate in all phases of the planning, organization, and development of road shows.

* Interfaced with elite international media executives on significant projects, provided input for several key meetings for the major portion picture EFG movie.
* Increased profit margins and reduced expenses by creating concepts for new shows in smaller venues held in Korea, France, South America, Germany, and Canada.
* Assisted in designing packaging for the FHH Life Story Blu-ray version DVD.

**EDUCATION**

XYZ UNIVERSITY, Some town, ON, 20xx

**Bachelor of Science in Business Administration**