



Jesse
Martin

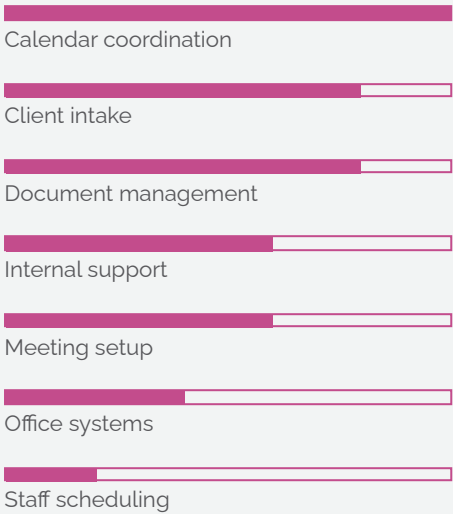
Administrative
Assistant

Raleigh, NC 27601
email@example.com
(000) 000-0000

Administrative assistant with over 9 years of experience in office coordination, staff support, and administrative systems improvement

Experienced in assisting multiple departments, standardizing documentation processes, and managing daily administrative operations with consistency and professionalism.

Key Skills



Professional Experience

March 2016 - Present

Administrative Assistant

Lighthouse BioResearch, Raleigh, NC

- Manages incoming communications, scheduling, and document distribution across four departments within a 100-person research division
- Created a standardized intake and filing system that reduced onboarding setup time by 35% for new hires
- Supports office-wide event planning, including quarterly training sessions and annual departmental off-site logistics

August 2014 - February 2016

Office Coordinator

Triangle Legal Services, Durham, NC

- Served as the first point of contact for incoming legal requests and document routing across three partner offices
- Managed executive calendars, scheduled client consultations, and handled daily office supply needs
- Led the digitization of client records, improving access and compliance across the firm

Education

Bachelor of Arts (B.A.) in Business Communication
| May 2014

Meredith College, Raleigh, NC

Certifications

- Certified Office Manager | International Association of Administrative Professionals | April 2018