



# University of Maryland University College

**Kelvin Johnson**

123 Main Street \* Anywhere, CA 99999 \* Phone: (555) 555-5555 \* kelvinjay@email.com

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## **Objective**

Obtain a position in the international business field; to use my knowledge of trade laws, strategic management, and global policies.

## **Qualifications**

- Dedicated professional with outstanding work ethics
- Exceptional administrative and organizational skills
- Demonstrated ability to meet deadlines while handling multiple projects
- Diplomatic problem solver and the ability to foster teamwork

## **Professional Skills**

### COMMUNICATION SKILLS

- Wrote letters, memoranda, reports and other correspondence in response to inquiries from internal and external customers.
- Communicated administrative procedures and protocols to other staff members.
- Read, interpreted, and summarized written material for presentation.
- Assisted in the compilation of training manuals and employee handbooks.

### PLANNING

- Researched, reviewed, and assisted in the selection of the awarding of contracts
- Served on the planning committee for company picnics, fundraisers and other special events
- Participated in the process of reviewing resumes and reviewing potential employee candidates
- Researched different payroll options and implemented the direct deposit program while working as an office manager.

### MANAGERIAL AND SUPERVISORY SKILLS

- Assigned tasks to volunteers and other staff members and gave guidance and direction in the completion of those tasks.
- Coordinated break schedules for the administrative support staff while working as an executive assistant.
- Provided backup support to the manager during his absence.
- Assumed the leadership role in the completion of assigned school projects.

### COMPUTER SKILLS

- Proficient in using Microsoft Outlook, Windows, Access, Excel, and PowerPoint, Microsoft Publisher, Microsoft Project, and QuickBooks in order to create presentations, word processing documents and electronic scheduling of meetings.
- Ability to generate reports in Access and Excel programs.
- Proficient in conducting Internet research.

## **Employment History**

2005-Present – **XYZ Corporation, USA**, *Administrative Assistant*

2002-2005 – **Smith & Smith, USA**, *Office Manager*

2000-2002 – **NonProfit Center, USA**, *Executive Assistant*

## **Education**

*University of Maryland University College, Adelphi, MD – 2010*

Bachelor of Science in Global Business and Public Policy