

عبارات مساعدة لإنشاء سيرة ذاتية مساعد إداري

Administrative Assistant

- Input student financial aid data into national database, calculated student loan totals for reporting purposes, and provided administrative support to student financial aid counselors
- Provided wide range of administrative and clerical duties to the _____ department
- Managed advertising, accounts, inventory/purchasing requirements
- Coordinated print materials and promotional items for new product special programs
- Handled product orders with attention to detail
- Assisted clients through an accurate assessment of needs
- Coordinated and handled various business and personal projects for the president
- Provided administrative support to CEO and up to _____ management team and staff members
- Composted staff rosters, filed/archived confidential patient records, managed tapes and statistical information, typed documents and directed inventory control