Ana Reyes

Administrative Assistant

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SUMMARY

Administrative support professional with experience coordinating appointments, maintaining shared records, and preparing weekly spreadsheet updates. Uses clear written handovers to keep colleagues informed about schedule changes, incomplete documents, and requests awaiting approval.

EXPERIENCE

Administrative Assistant

Illustrative Services Co. (fictional) | 2024-06 - Present

- Coordinated appointment changes in a shared calendar and confirmed revised details with the people involved.
- Prepared weekly spreadsheet summaries from branch submissions and flagged missing entries for supervisor review.
- Maintained supplier records by account and date, with a checklist for documents awaiting completion.

EDUCATION

BS Business Administration

Sample University (fictional) | 2020-08 - 2024-05

- Completed coursework in business communication, office systems, and spreadsheet reporting.

SKILLS

Calendar coordination, Google Workspace, Microsoft Excel, Records management, Written communication, Document checking

PROJECTS

Shared Records Practice Project

Personal practice project | 2024-04 - 2024-05

- Created a sample document tracker using fictional supplier records and documented the steps for checking incomplete entries.