



Emily Brown

Administrative Assistant

Experienced administrative assistant with 5+ years in office management, excelling in scheduling, organization, and client relations.

CONTACT INFORMATION

 (456) 789-1234

 email@example.com

 LinkedIn

 Austin, TX

KEY SKILLS

- Administrative support
- Client communication
- Office organization

EDUCATION

High School Diploma
Austin High School | May 2017

PROFESSIONAL EXPERIENCE

Administrative Assistant | TechCorp | January 2020 – Present

- Improved office efficiency by streamlining scheduling systems, saving 5+ hours weekly
- Managed correspondence with 50+ clients daily

Receptionist | Local Law Firm | May 2017 – December 2019

- Welcomed clients and managed appointment schedules for a team of 10 attorneys