



Michael Thompson

FEDERAL ADMINISTRATIVE ASSISTANT

Federal administrative assistant with seven years of experience. Skilled at honing procurement processes, drafting official correspondence, and ensuring regulatory compliance. Proficient in General Services Administration (GSA) systems and federal travel policies.

CONTACT INFORMATION



(123) 456-7890



email@example.com



LinkedIn



Washington, D.C. 20005

KEY SKILLS

- Government procurement
- GSA scheduling systems
- Inventory management
- Meeting logistics
- Regulatory compliance
- Travel coordination

PROFESSIONAL EXPERIENCE

Administrative Assistant | U.S. Department of Energy, Washington, D.C. | March 2018 – Present

Salary: \$XX per year

Job Type: 40 or more hours per week, full-time

Supervisor: John Smith, (123) 456-7890

- Coordinate travel arrangements and reimbursements for department staff
- Manage procurement processes, secure vendor contracts, and maintain compliance with government standards
- Draft official memos and reports, ensuring accuracy and adherence to agency guidelines
- Streamlined inventory management processes, reducing yearly supply costs by 10%

Administrative Clerk | National Archives, Washington, D.C. | July 2015 – February 2018

Salary: \$XX per year

Job Type: 40 or more hours per week, full-time

Supervisor: John Smith, (123) 456-7890

- Maintained records of interagency correspondence, ensuring secure and organized filing systems
- Helped prepare quarterly review reports for internal audits
- Scheduled and facilitated cross-functional team meetings

EDUCATION

Bachelor of Science (B.S.) Public Administration

American University, Washington, D.C. | April 2015

CERTIFICATIONS

- Certified Government Administrative Professional, GSA Training Program, May 2018