



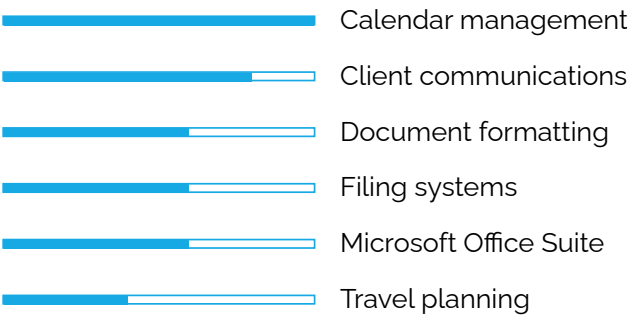
REESE KING

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Administrative Assistant

Administrative assistant with eight years of experience supporting executives in legal and financial settings. Skilled in schedule coordination, document management, and data entry. Proven track record of streamlining office workflows and reducing operational delays.

Key Skills



Professional Experience

- Administrative Assistant** *Harlow & Partners LLP | New York, NY | January 2019 - Present*
 - Oversaw calendars and travel for five senior partners, reducing missed meetings and travel costs by 23% year-over-year
 - Revamped filing system across two departments, cutting client document retrieval time by over 40%
 - Processed monthly billing for 100+ clients, improving invoice accuracy and accelerating collections by an average of 12 days
- Office Coordinator** *Glenview Financial | Brooklyn, NY | June 2015 - December 2018*
 - Created new system for internal communication and task tracking, reducing email volume by 35%
 - Managed supply budgets and vendor contracts, negotiating rate reductions that saved \$14,000 annually
 - Prepared compliance and audit documentation, lowering prep time by 50% and reducing correction rounds

Education

Associate of Arts (A.A.) in Business Administration
Borough of Manhattan Community College | New York, NY | May 2015

Certifications

Certified Administrative Professional (CAP) | 2023