

# Cindy Smyth

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## OBJECTIVE

An administrative assistant position requiring strong organization and planning skills to provide exceptional support to a vice president in the financial industry.

## SKILLS SUMMARY

- Six years experience as an office assistant supporting two senior managers in Finance and Marketing.
- Exceptional computer knowledge for analyzing reports in Excel and for building PowerPoint presentations.
- Experience with coordinating meetings within various financial departments.

## SKILLS AND EXPERIENCE

### ORGANIZATION AND PLANNING

- Planned and scheduled company-wide meetings for teams of senior managers.
- Coordinated time-sensitive seminars, presentations, and flights in a professional manner.
- Organized thousands of records and managed filing system containing confidential information.

### COMMUNICATION

- Managed email, phone, and mail communications for senior Marketing and Finance managers.
- Responded to internal and external inquiries in a timely manner.
- Greeted visitors and directed them to appropriate offices.

### COMPUTER SKILLS

- **Office Tools:** Microsoft Word, Excel, PowerPoint, and Windows Vista.
- **Internet Tools:** Email, Search Engines, Website Builder.

## EDUCATION AND TRAINING

George Brown College, 1996-1998, Liberal Arts  
Continuing Education classes in: Microsoft Office, Accounting 1, Internet Fundamentals.