**Ursula Morgan**

123 Main Street, San Francisco, CA 94122  
Home: 000-000-0000 Cell: 000-000-0000  
email@example.com

Highly focused and meticulous Entry Level Administrative Assistant with a stellar customer service record and work ethic. Effective multitasker able to handle a high volume of simultaneous clerical projects with complete accuracy and professionalism. Adept at working well independently with little to no direction or as a professional clerical staff member.

**Core Qualifications**

* Superior administration abilities
* Strong clerical and office management skills
* Outstanding familiarity with business and management practices and principles
* Exceptional presentation and organization abilities
* High grasp of using tools such as QuickBooks and Tally
* Excellent proficiency with MS Office applications, including Excel, Word, Access, Outlook and PowerPoint
* Sound written and oral communication skills

**Experience**

TechLink Solutions, Inc., St. Paul, MN Administrative Assistant June 2013 to Present

* Assisted in performance of all administrative duties as assigned.
* Answered telephone calls and e-mails, typed paper correspondence and maintained appointment schedule.
* Utilized QuickBooks to maintain and update company financial bookkeeping.
* Performed data entry, computer reports and various other paperwork-related clerical tasks.
* Provided front-desk support and other clerical assistance as required.

**Education**

2013 University of St. Thomas, St. Paul, MN Bachelor's Degree in Finance & Business

* Administration Awards,
* Honors and Certifications
* 2010-13 Dean's List