

72 Telephone Road
New York, NY 10000
555.555.1234
lilly@yahoo.com

LILLY THOMLIN

ADMINISTRATIVE ASSISTANT

PROFILE

Dedicated, customer-focused administrative professional offering significant experience in self-directed positions requiring effective support, secretarial, and administrative abilities. Proven interpersonal, communications and multi-tasking skills. Adaptable team player recognized for willingness to learn and teach newly acquired skills.

SUMMARY OF QUALIFICATIONS

- **Demonstrated administrative expertise** in supply purchasing, processing of journal subscriptions and organizational membership fees, file management and storage, phone and personal reception, equipment repair coordination and maintenance of corporate account statements.
 - **Provided support to VP and several directors** by conducting calendar management, meeting coordination, travel arrangements, scheduling for internal and external staff training, mail processing, attendance and vacation schedule management, correspondence, and client interface.
 - **Performed secretarial functions** including preparing AS/400 attendance reports, expense reports, spreadsheets, PowerPoint presentations, correspondence, and Rule Findings.
 - **Possess technical proficiency** in operating multiline phone systems, copiers, printers, fax machines, computers, and software including MS Office Suite, Lotus Notes, and WordPerfect.
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PROFESSIONAL EXPERIENCE

THE DEPOSITORY TRUST., New York, NY 1979 – 2003
Administrative Assistant to VP of Planning and Technology (2002 – 2003)

- Improved system access request process 90% by creating employee profile templates listing employee titles, grades, and coordinating access levels; facilitated efficient access termination, and new access confirmation.
- Served as Profile Coordinator requesting systems access, telephone equipment, departmental relocations, and remote access.
- Assisted in Disaster Recovery project for Risk Management by updating and distributing document.

Administrative Assistant to Director of Compliance (1995 – 2002)

- Updated compliance procedures, documented any changes made, and sent changes to print shop for processing.
- Acted as Profile Coordinator to process requests for new hires, transfers, temporary employees, and summer interns.

Previous positions include Administrative Assistant to various managers in Reconciliation Department, and various operational positions.

EDUCATION

LEHMAN COLLEGE, Bronx, NY

Certification Program in Medical Administrative Assisting, Billing and Coding, and Recording, Circa Summer 2004

THE DEPOSITORY TRUST AND CLEARING CORP., New York, NY

Secretarial Training

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, New York, NY

Executive Secretary Associate's Degree Program
