

# Resume of an Applicant Applying for a Federal Government Position

**MaryAnn Bolles**  
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**POSITION TITLE: Executive Assistant, GS-0304-12**

## **SUMMARY OF QUALIFICATIONS**

- Top-notch assistant with ten years of experience managing business relations and special projects at the senior management level.
- Maintain excellent written and oral communication skills, problem resolution abilities, and a high level of confidentiality.
- Equally effective sales management and advanced word processing support.
- **Citizenship: U.S. Citizen**

## **EDUCATION**

Tidewater Community College, Virginia Beach, VA  
Pursuing AAS Degree: Information Systems Technology  
Anticipated Date of Graduation, May 2008

## **PROFESSIONAL EXPERIENCE**

**Global Systems International, Norfolk, VA**  
**Executive Assistant, 40 hours/week**

**May 2006 – Present**

- Provide executive-level administrative support to the Vice President of Technology and twelve direct reports with a demonstrated ability to improvise, improve procedures, and meet demanding deadlines.
- Plan and coordinate corporate luncheons, and develop presentations for related on-site and off-site meetings.
- Manage capital purchases, direct vendor relations, generate and maintain equipment tracking records. Process monthly expense reports reflecting supporting documents and budget code indexes.
- Coordinate and maintain weekly attendance and annual vacation records on 32 departmental employees.
- Collaborate with departmental managers on weekly postings for master reports to facilitate the accurate and timely writing, editing, and preparation of final copy from draft to distribution.

**PROLAB, Incorporated, Astoria, New York**  
**Administrative Assistant/Lead Word Processor, 40 hours/week**

**January 1996 – May 2006**

- Provided administrative support to the Director of Strategic Planning and secondary support to the Chief Financial Officer in secretary's absence in areas of calendar management and document preparation.
- Assisted the Senior Network Consultant with basic troubleshooting of hardware and software.
- Played a vital role in assisting corporate secretaries to make a smooth transition from a DOS-based platform to LAN-based Windows platform and Microsoft Office Professional modules.

## **COMPUTER SKILLS**

Windows XP; Microsoft Office: Word, Excel, PowerPoint, Access, Outlook, Publisher; Adobe Illustrator; Photoshop; Outlook Express; scanning technology; HTML; website development; advanced Internet research.