**Tara Jackson**

456 Smith Street • Pittsburgh, PA 15106 • (555) 098-7654 • tara.jackson@email.com

**ADMINISTRATIVE ASSISTANT**

Experienced administrative assistant with a track record of success supporting professionals in high-pressure environments. Proficient with Microsoft Office Suite and other office productivity software.

Key skills include:

* Communication
* Attention to Detail
* Microsoft PowerPoint
* Microsoft Excel
* Controlling Expenses
* Organizing Meetings
* Anticipating the Needs of Supervisors
* Customer Service

**PROFESSIONAL EXPERIENCE**

**PTA Secretary,** 2015-Present

**Northside School District** – Pittsburgh, PA

*Elected to this volunteer position four years running. Ensure effective communication between the PTA and the community.*

* Take minutes, keeping an accurate history of all PTA meetings.
* Manage correspondence, arrange events, and book meeting spaces.
* Control budgets and co-sign checks and important documents.

**Administrative Assistant,** 2013-2014

**Allegheny Inc.** – Pittsburgh, PA

*Supported several executives at this busy professional services firm, organizing meetings, booking event spaces and travel, and processing expense reports.*

* Answered phones and directed client calls.
* Managed correspondence, reports, and paperwork.
* Provided proofreading and editing services as needed.

**EDUCATION**

**Associate Degree, Office Administration**

Central Northside Community College, 2013

* Coursework in Information Management, Business Editing, Marketing