**Vanessa C. Daniels**

vanessa.daniels @ some-email.ca | 604-555-5555

**SUMMARY**

* More than 3 years experience working as an administrative assistant
* Able to work with diverse individuals in an office setting
* Worked with various software programs, such as Word, Excel, PowerPoint, Publisher, and Access.
* Detail-oriented and able to follow instructions
* Experienced with data entry, answering phones, filing, and handling confidential documents

**EXPERIENCE**

**Vancouver Community College** October 2015 – present

*Continuing education assistant*

* Assist students with the admissions process
* Answer telephones
* Operate the fax machine and copier
* Check student files
* Perform other clerical/administrative duties

**Sheraton Vancouver Wall Centre Hotel** June 2014 – September 2015

*Front office administrative assistant*

* Performed accounting functions
* Accounts receivable/payable
* Entered accounting data
* Answered telephones
* Reviewed and prepared petty cash for distribution

**Telus Mobility** January 2014 – June 2014

*Sales associate*

* Assisted with sales of mobile phones and accessories
* Attracted new business
* Managed customer accounts online

**EDUCATION**

* Bachelor of Business Administration, Kwantlen Polytechnic University, May 2014
* Certificate in Office Administration, Vancouver Community College, May 2013

**AWARDS & MEMBERSHIPS**

* Member, Association of Administrative Professionals, July 2015 – present
* Sales Associate of the Month, Telus Mobility, March 2014