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## General Administration Resume

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### Job Objective

Searching for a position as General Administrator in which to exercise my knowledge in this field for both the good of company and to expand my career.

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### Highlights of Qualifications:

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- Ability to make travel arrangements
  - Ability to process mail, taking notes and dictation
  - Ability to perform other general office duties
  - Ability to lift approx 40lbs and over during off hours
  - Familiarity with word-processing, typing, e-mailing, filing, data-entry, faxing, and copying
  - Excellent analytical and organizational skills
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### Professional Experience:

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General Administration  
Montage Laguna Beach, Asheboro, NC  
March 2005 – Present

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### Responsibilities:

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- Handled telephone calls and walk-ins.
  - Typed correspondence and distributed mail.
  - Outlined copies and file labels and managed faxes.
  - Managed transportation arrangements and filed information.
  - Aided data input and executed other duties.
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### Education:

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Bachelor's Degree in Business Administration  
Emory University, Atlanta, GA

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