Sample of Resume – must be in color

<<Applicant's Name>>
<<Applicant's detail>>

Applicant's Photo (optional)

_____

Objective   Administrative support position with project management responsibilities

Experience   **Office Manager**

Employment history
Position, company, location &
year – year (up-to-date)
*Compulsory information

Sigma Architects, California, USA

06/2016 – | Current |

- Supervise large administrative staff focused on design and construction support.
- Ensure architects and designers have all materials at all times.
- Verify and track all project deadlines to facilitate smooth workflow and satisfied clients.

*Brief Job Description
Compulsory information

Previous Working Experience
*Compulsory information

Administrative Assistant

Max Growth co. , Woodlands, Singapore

02/2000 – 05/2016

- Prepared responses to business letters and submitted for approval
- Sorted and routed incoming call
- Set up meeting rooms and prepared presentation materials.
- Greeted all visitors and directed to appropriate locations.

Education   **BSc (Hons) Management**

Education Background
*Compulsory information

Metropolitan University,UK

1995-1999

Skilss (Optional)

Personal Skills   Passionate, Forward Thinking, Focused, Hard Working

References   Kate Marry

Sigma Architectst, Avenue street 12, B16 03461 London

Note: Resume in different format is acceptable but must include all the required information as per sample.