

Amy Mathews

117 River St
Boston MA 02127

(617) 247 8459
amathews@resume.digest

Executive Assistant - 11 years in senior management administration
Qualified in business/communications - Microsoft Office specialist certification - online content editor

Employment History

Rail track HQ (Boston, MA) Personal Assistant 3 years	Reporting to General Manager of Rail Track * scheduling client appointments and meetings * building the agenda for weekly team briefings * producing PowerPoint presentations for national monthly meetings. * taking minutes of all meetings and writing transcripts.
Copley Law Practice (Boston, MA) Administrative Assistant 3 years	Reporting to the 3 partners of the firm * entering accounting information * scheduling client appointments * managing internal and external mail * maintaining all clients documentation
Salem Historical Society (Salem, MA) Administrative Assistant 4 years	Reporting to Tourism City Manager * Following-up with visiting national and international groups, setting tour schedules * Coordinating floor staff ensuring excellent service for all visitors. * Preparing and updating all brochures displayed within the town. * Editing online content on Society's website * Performing general accounting such as accounts payable/receivable, bank reconciliation, deposit of daily lodgements.
JFK Library (Boston, MA) Office Assistant 2 years	* General office duties (using idle time to catch up with procedures) * Filing, photocopying & typing (a place for each thing and each thing in its place!) * Answering incoming calls (being courteous to the public, juggling interruptions) * Handling mail (figuring out recipients for parcels, trip to the Post Office) * Maintaining adequate documentation for the public (restocking brochures, application forms...)

Education

Microsoft Partners (Boston)	Microsoft Office specialist certification
American Institute of Management (Boston)	Accounting course for non-accountants
Boston College (Boston, MA)	BS in Business and Communications
Hollymount High School (Cambridge, MA)	High School Diploma

Bio Data

- * Steady progression in administrative roles in public, industry, legal and tourism
- * handling customer contacts
- * planning executives time
- * minuting meetings
- * publishing corporate information
- * bookkeeping