

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Executive Assistant to CEO - Company / Location

2021 to present

- Coordinated an organized schedule for the CEO to ensure they meet all deadlines.
- Maintained a comprehensive calendar with all major events throughout the year.
- Liaised between 20 senior staff members and the CEO to streamline product services.
- Managed and executed 12 fundraising events, including staffing and logistics.
- Monitored cost and expenditure reports and negotiated with vendors and suppliers.

Executive Assistant to COO and CFO - Company / Location

2020 to 2021

- Provided administrative support to two top company executives.
- Aided the CFO in creating a payroll system for the sales team to improve efficiency.
- Organized the office and worked with contractors to schedule renovations.
- Oversaw office inventory, including receiving shipments, ordering, and stocking.
- Created a new appointment system to reduce instances of meeting overlaps.

Project Experience

- Project Database Management:** learned how to use digital databases in the workplace.
- Scheduling Timetables:** conducted research on the best time of day to hold meetings.
- Assistant Training:** trained 10 new executive assistants.

Education

Bachelor of Business Administration - The University of Arizona

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Microsoft Office Suite
- Adobe Pro
- Spanish (bilingual)
- Written and oral communication
- Business knowledge

Licenses & Accreditations

Licenses Licenses & Accreditations

- CEO Executive Assistant Bootcamp
- Advanced Management Training
- Financial Documentation