

NAME

TITLE

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

Profile

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Experience

Functional Executive Assistant - Company / Location

2020 to present

- Managed 10 executive calendars and scheduled meetings, conferences, and business trips.
- Coordinated office supplies by cataloging materials and logging expenditures.
- Received 40+ business calls and emails daily and replied to each one promptly.
- Organized internal and external events, such as fundraisers and conferences.
- Responded to an average of 200 customer complaints per week.

Executive Assistant - Company / Location

2019 to 2020

- Planned and managed quarterly reports for the director of the company.
- Trained 20 new assistants to function in a fast-paced work environment.
- Introduced new software that reduced clerical errors by 85%.
- Gathered information and presented findings on the company's public image.
- Organized a company-wide green initiative to decrease waste by 25%.

Project Experience

- **Digital Organization:** Learned how to use software to maintain order in the workplace.
- **Workplace Correspondence:** taught interns how to send and receive memos professionally.
- **Volunteer at Feeding America:** organized fundraised events throughout the year.

Education

Associate in Business Administration - New York Institute of Technology

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Executive calendaring
- Employee relations
- Office administration
- Travel management
- Record maintenance

Licenses & Accreditations

Licenses Licenses & Accreditations

- Microsoft Office Specialist Master Certification
- Certified Professional Human Resource Agent
- Expense Management (Kissflow)