

NAME

TITLE

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

Profile

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Experience

Senior Executive Assistant - Company / Location

2020 to present

- Managed the CEO’s schedule and coordinated events to balance shifting priorities.
- Provided administrative support to 10 executives and project supervisors.
- Created PowerPoint presentations and charts for weekly meetings.
- Managed safety training protocols for over 200 workers monthly.
- Handled phone calls by responding to inquiries and redirecting lines when needed.

Senior Executive Assistant - Company / Location

2018 to 2020

- Collaborated with finance administrators to manage daily deposits.
- Maintained a thorough record-keeping system to reduce organizational errors by 20%.
- Managed 10 sensitive schedules and ensured all appointments follow company guidelines.
- Developed templates to make presenting data at monthly meetings easier.
- Collected employee data to streamline the payroll process.

Project Experience

- **Automated Assistance:** collaborated with administrators to determine the link between automation and productivity.
- **Assistant Training:** Helped executive assistant interns learn the ropes of the job.
- **Optimizing Services:** Improved workflow through the use of internet tools.

Education

Associate Degree in Business - San Jose City College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Team leadership
- Business strategy
- Customer care
- Business scheduling
- Inventory management

Licenses & Accreditations

Licenses Licenses & Accreditations

- Executive Assistant Bootcamp
- Resume Worded Examination
- Strategic Planning course