**BONNIE HEMMINGWAY**

XXXX Castle Heights Avenue, Los Angeles, California 90062

contact@example.com, (012) 345-6789

**OBJECTIVE**

Seeking the position of Executive Assistant where my capability to provide excellent administrative support to the executives, ability to understand instructions and work accordingly will be best utilized.

**SKILLS**

* Over 3 years experience as an Executive Assistant.
* Experienced in working under pressure and multitasking.
* Thorough knowledge of maintaining calendars and scheduling appointments.
* Skilled in using MS Outlook, MS Office and other account software.
* Ability to perform in depth research for projects when asked for.
* Strong analytical skills and creative thinking.
* Excellent in performing administrative duties in a flawless manner.
* Hands on experience in handling office equipments such as photocopiers and fax machines.

**OTHER SKILLS**

* Multi-lingual – English, Spanish and French.
* Amicable in nature.
* Efficient and cooperative.
* Good verbal and written communication skills.
* Ability to efficiently work with MS Excel, PowerPoint, Word and Outlook.

**PROFESSIONAL EXPERIENCE**

**Clare Foundation – Los Angeles, California**

**(2011-Present)**

*Executive Assistant*

* Trained over fifteen new clerical employees to aware them of new company policies which led to an increase in work efficiency by 20%.
* Implemented new administrative procedures that slashed the company’s expenses by 30%.
* Developed a manual for the company policies with due help from HR and operations departments.
* Proofread reports and other important documents.
* Maintained confidential files and other records.
* Oversaw the travel arrangements for executives.
* Maintained calendars and scheduled meetings for executives.

**Velos Partners – Los Angeles, California**

**(2010-2011)**

*Administrative Assistant*

* Organized corporate events without any flaws.
* Prepared presentations and other materials for executive level meetings with the use of PowerPoint.
* Streamlined manager’s workflow with a systematic completion of all administrative tasks.
* Maintained professional correspondence and attended phone calls.

**EDUCATION**

BS in Business Administration from University of South California

DATE:

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Signature of Bonnie Hemmingway