# **Executive Assistant REsume (Combination)**

212 Mullholland Drive, Los Angeles, CA 42143 **|** (558) 222-2222**|** sally.jones@gmail.com johndoe@gmail.com

### **Professional Profile**

* **Executive Assistant** with 4+ years of experience in administrative support to corporate executives
* **Organization:** Capable in scheduling, logistical thinking, and managing communications
* **Results-oriented:** Strong with quantitative and qualitative problem-solving, as well as prioritization
* **Productive:** Oversaw increase in efficiency by 25% by optimizing internal filing and communication systems

**Skills**

* Experienced and quickly learn office basics, including printers, fax machines, scanners, etc.
* Proficient and effectively use MS Office Suite, as well as cloud-based systems (Google Drive, Apple Suite, etc.)
* Typing speed: 85WPM
* Proficient with CRM systems

### **Relevant Work History**

**Waypax inc.**

Executive assistant | Walnut Creek, CA | 2012 – Present

* Manage partner agendas, making sure efforts are focused on strategic growth and development
* Coordinate communication and channels, plan logistical items (e.g., transportation, accommodation, etc.), and prioritize tasks around them
* Basic accounting duties, including expense reports, invoices, and purchase orders
* Uphold confidentiality standards across all communication and documentation platforms

**Green Leaf Financial**

Administrative assistant | San Ramon, CA | 2009 – 2012

* Managed appointment calendar for the firm; wrote and prepared confidential communications; filed expense reports
* Planned company travel calendar as well as reservations, ticketing, and transportation; under my planning firm reduced travel spending by 14%
* Point of contact for incoming calls; managed calls with courtesy and passed on messages with accuracy
* Facilitated 8+ monthly meetings as well as their logistics, including preparing materials and refreshments, scheduling with partners, and making facilities ready)

­­

**Education**

**California Polytechnic State University, San Luis Obispo, CA**

Bachelor of Arts in Marketing, may 2009

* GPA: 3.0/4.0