İsim Soyisim

[email@ornek.com](mailto:email@ornek.com) 555111111

EXECUTIVE ASSISTANT

Executive assistant with over 25 years of experience in office management, administrative support, and HR that thrives in a demanding, fast-paced environment. Contributed to successful operations of various private sector companies by streamlining processes to increase productivity. Knowledgeable in handling confidential matters and proprietary information.

Core strengths include:

* Administrative Support • Invoice Processing 8, Billing
* Operations Management • Document *8,* Correspondence Preparation
* Presentation Preparation 8, Delivery • Travel Coordination
* Sales 8, Expense Reporting • Handling Proprietary Information

PROFESSIONAL EXPERIENCE

Executive Assistant to the CEO COMPANY • City, ST (YYYY — YYYY)

Provide the highest level of support to the CEO. Oversee company operations. Responsible for numerous administrative functions, including the management of all correspondence, daily scheduling, tracking expenses, and developing productivity reports.

* Oversee all operations and administration for a start-up business, managing every aspect of development, from vendor selection to furniture orders. Established an efficient and accessible organization and filing system.
* Perform overflow support to the CFO and COO, as well as other executives as needed.
* Ensure that all confidential information in an appropriate manner.
* Collaborate with the sales team to manage customer contracts.
* Obtained Certified Notary credentials.

Executive Assistant to the CTO, COMPANY • City, ST (YYYY — YYYY)

Responsible fora variety of office management duties such as scheduling, producing reports and creating presentations. Managed customer and administration request.

* Acted as liaison between customers and the development team to ensure a positive experience for customers.
* Managed budget during rapid staff growth to maintain overhead cost while allocating resources into training a talented, performance-driven team.
* Collaborated with the Operations Team to improve workflow processes for document development.

Executive Administrative Assistant to the President/CEO, COMPANY • City, ST (YYYY — YYYY)

Performed a wide variety of administrative tasks, including management of all correspondence, travel coordination, time sheets and schedule maintenance.

* Acquired a more demanding Human Resources role by explaining benefits, fielding questions and addressing concerns or complaints.
* Maintained confidentiality while dealing with sensitive proprietary information in a discreet and professional manner.
* Utilized extensive prior experience to act as a liaison and perform scheduling duties for Senior Advisors.

OFFICE MANAGER, COMPANY • City, ST (YYYY — YYYY)

Responsible for the daily operations of a fast-paced corporate office. Corresponded to incoming communication, including phone calls, creating client letters and agreements and incoming and outgoing mail on a daily basis. Performed a host of duties including the management of office supplies, facilities coordination, time sheet management, and processing invoices, ensuring billing accuracy.

* Provided invaluable support to the office, researching relevant information and presenting results in a coherent and concise manner.
* Prepared client presentations and reports, maintained client files, compiled relevant documents, and entered   
  information into internal database, confirming the inclusion of important and correct information.
* Utilized communication and administration skills to sustain positive relations with vendors.