

# FIRST LAST

City, State | (415) 555-1234 | firstlast@gmail.com | LinkedIn

A self-starter with a proven track record partnering with CEOs and senior leadership teams in rapid-growth organizations. Detail-oriented project manager executing multiple, time-sensitive projects concurrently in fast-paced environments. Extensive experience in business administration, executive support, investor relations, communications, human resources, IT, and office management. Recognized as a results-oriented top performer with excellent analytical skills.

## EXPERIENCE

### Company | Location

Executive Assistant to CEO | Dates

- Manage the CEO's calendar including scheduling and preparation for meetings, 1:1s, and interviews
- Directly assist the CEO with foundational EA tasks: travel, expenses, administration of a high-volume calendar across global time zones, arrangements for external speaking engagements
- Maintain recurring feedback meetings including monthly employee groups, quarterly partner meetings & weekly customer meetings
- Collaborate with a network of other Executive Assistants and Coordinators on cross-team backup support and broader company initiatives

### Company | Location

Executive Assistant | Dates

- Assisted the CEO with scheduling, correspondence, and other everyday business-related tasks
- Supported CEO personally with various financial, medical, family and property affairs
- Provided maternity coverage for VP, People
- Interim managed the events/facilities team by setting expectations, providing timely and effective feedback, coordinating requests for time off, and managing performance
- Supported Executive and C-level recruiting process in conjunction with the recruiting team

### Company | Location

Executive Assistant | Dates

- Directly assisted the Managing Director with scheduling, correspondence, travel organization, expenses, efficiency planning, and other everyday tasks
- Participated in yearly planning/strategy meetings and coordinated across the MD's team
- Referred agency and was instrumental in the hiring process for MD's Personal Assistant
- Coordinated speaking events, conferences, and other media-related activities in conjunction with PR

### Company | Location

Senior Executive Assistant | Dates

- Partnered with CEO as part of his Executive Staff on strategic and operational initiatives of the company
- Supported CEO with Board of Directors Meetings; investor relations, deck creation, date planning, ensuring attendance, dissemination of information and day of organizational tasks
- Assisted the CEO with scheduling, correspondence, travel organization, coordinating company meetings, efficiency planning and other everyday tasks
- Planned and executed all internal and company-wide events including the Company's International Sales Offsite; managed budgets, venue RFPs, transportation, offsite activities, and provided onsite support as well as occasionally assisted the marketing department with external event/conference planning
- Planned and executed yearly executive planning offsites

## **Company | Location**

Executive Assistant to Chief Customer Officer | Dates

- Managed a fast-paced and dynamic calendar with multiple time zones
- Liaised with top-level executives to create quarterly account reviews and tracking
- Created complex and fluid travel itineraries for both international and domestic travel
- Provided customer service and relegated customer support calls received at the executive level
- Assisted in managing and supporting the Public Sector team reporting to the EVP

## **Company | Location**

Executive and Personal Assistant to President | Dates

- Acted as a gatekeeper by relegating mail, email, correspondence, scheduling/calendar, and telephone messages and prepared daily summary
- Partnered with household staff to manage fixed assets; worked closely with groundskeeper on renovations, scheduled maintenance for a fleet of vehicles, and occasionally assisted with family affairs
- Established complex private and commercial travel arrangements, budgets, built itineraries for the President, and coordinated company-wide activities, events, and group travel
- Devised and instituted a complex system of filing for large buildings and subdivisions developed by the company as well as the files of the President

## **EDUCATION**

University | City, State | Years

B.A. Degree

## **TECHNOLOGIES**

MacOS, Expert at GSuite; GDocs, GSheets, GSlides, MSOffice; Powerpoint, Excel, Slack, Trello, Zoom, AndroidOS, Pages, Keynote