

First Last

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

PROFILE

Superior organizational, multi-tasking, and time-management skills. Works well under pressure in fast-paced environments. Outstanding leadership and problem-solving abilities. Excellent verbal, written, and public speaking skills. Strong sense of professionalism and positive attitude. Prioritizes competing needs, handles matters efficiently and proactively, and ensures successful completion of projects.

PROFESSIONAL EXPERIENCE

Company Location

Executive Administrator to CEO and CFO Dates

- Manages extremely active and constantly changing calendars of virtual and live meetings
- Arranges complex and international travel plans, including passport/VISA requirements, flights, hotels, meeting space, transportation, etc.
- Provides a bridge for smooth communication between the Office of the CEO/CFO and internal departments; builds relationships, gains trust and support; composes correspondence
- Manages all investor meetings during fundraising sprints
- Plans internal offsites, including all logistics, communication, and project management
- Plans conference logistics and coordinates with the conference event team regarding registration, travel, sessions, panels, 1:1s, and all prep materials
- Coordinates all board meeting logistics and works closely with board member EAs; also manages all executives' external board meetings
- Completes expense reports and manages budgets
- As needed, attends executive meetings, capturing relevant notes, action items, and decisions
- Curates gifts for employee recognition, holidays, thank-yous, etc.
- Assists with EA team management and coverage planning

Company Location

Executive Administrator to COO, CFO, and CPO Dates

- Heavy calendar management including managing 12+ hour time differences and constantly changing needs and requests
- Planned, organized, and implemented meetings, conferences, offsites, and professional dinners
- Anticipated the needs of executives and meeting attendees to ensure a positive experience
- Domestic/international travel arrangements and expense reports
- Drafted letters and memos, take notes at meetings, project manage, track progress and deliverables
- Prepped executives for internal, client-facing, and conference presentation
- Managed tight time constraints and maintain highest confidentiality
- Assisted with professional social media presence

Company Location*Executive Administrator Dates*

- Supported and reported directly to the COO
 - Calendar management, domestic/international travel arrangements, gatekeeping, expense reports, drafted letters and memos, created custom PowerPoint presentations, prioritized deliverables, managed time constraints, maintained highest confidentiality, attended executive meetings take notes, create action items, and tracked follow-up
- Managed internal communication across offices
 - Scheduled and coordinated all department and company trainings
 - Planned monthly staff meetings, including creating agenda, setting deadlines, and creating master PowerPoint presentation
 - Oversaw the “lifecycle” of legal documents from all departments requiring the review and signatures of CEO and Director of Finance
- Provided additional support to the CEO, CCO, and Executive Directors as requested

PREVIOUS PROFESSIONAL EXPERIENCE**Company Location***Title Dates***TECHNICAL PROFICIENCIES**

PC & Mac Environments, Microsoft 365 Suite, NetSuite, Salesforce, Google Suite, Google Analytics, Trip Actions, WorkDay, WordPress, SEM Rush, Nexonia, Harvest, Expensify, Xero, Concur, WebEx, BlueJeans, Zoom, GoToMeeting, Outlook, Lotus Notes,

EDUCATION**University Location Degree Date**