KATE MILLER

PROFESSIONAL TITLE

+1 123-456-7890
katemiller@gmail.com
Orlando, FL
/kate-miller

PROFESSIONAL SUMMARY

Professional executive assistant with 5+ years of supporting the CEO of a 100-employee startup from scheduling and taking minutes to leading board presentations. Track record of being organized at time management, leveraging skills to help cut 9.3% of the operations budget. 135 WPM typist highly proficient with Microsoft Teams, Office suites, and remote tools like Zoom and Slack.

SKILLS

// PROFESSIONAL

Time Management
Budget Management
Communication
Risk Management
Organization
Client Relations

// TECHNICAL

Microsoft Office Suite
Adobe Photoshop
Adobe Illustrator
QuickBooks
Salesforce CRM

EDUCATION

WORK EXPERIENCE

YOUR POSITION TITLE

Company | Location | May 2020 - Present

- Manage and prioritize partners' schedules to ensure that the time is focused on critical, strategic issues.
- Coordinate communications, track and follow up on 20+ daily requests, and identify those of importance that require immediate attention.
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