Elena Martinez

C-Level Executive Assistant

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SKILLS

- Advanced organizational skills for executive environments
- Effective time management for high-paced schedules
- Excellent verbal and written communication
- Proficient in Microsoft Office Suite and Google Workspace
- Familiarity with CRM software (Salesforce, HubSpot)
- Expertise in planning and coordinating executive meetings
- Advanced planning of international and domestic travel, including complex itineraries

EDUCATION

UNIVERSITY OF CALIFORNIA

- Bachelor of Arts in Business Administration (2014-2018)

CERTIFICATIONS

- Microsoft Office Specialist (MOS)
- Google Workspace Certification
- Certified Administrative Professional (CAP)

SUMMARY

Highly accomplished Executive Assistant with extensive experience supporting C-level executives. Adept at managing complex schedules, coordinating high-stakes meetings, and streamlining administrative processes. Eager to leverage executive support expertise to enhance the efficiency and productivity of a C-level executive at XYZ Corp.

WORK EXPERIENCE

EXECUTIVE ASSISTANT TO THE COO, DEF ENTERPRISES (AUG 2021 - PRESENT)

- Providing comprehensive administrative support to the COO, contributing a 20% increase to the office's operational efficiency.
- Assisting in scheduling meetings, managing calendars, and coordinating executive events.
- Preparing detailed reports, presentations, and documents for executive review.
- Maintaining confidentiality and security of sensitive information and communications.

EXECUTIVE ASSISTANT TO THE CMO JKL MARKETING SOLUTIONS JUNE 2018 – MAY 2021

- Managed the CMO's calendar, ensuring seamless coordination of high-level engagements.
- Organized marketing events, product launches, and company-wide campaigns.
- Coordinated travel logistics for the CMO.
- Maintained effective communication channels within the marketing department.