Allison Rosenberg

EXECUTIVE ASSISTANT



(123) 456-7890

youremail@example.com
LinkedIn

San Diego, CA 12345

SKILLS

- Communication management
- Event planning
- Expense reporting
- Organization
- Scheduling
- Vendor coordination

EDUCATION

ASSOCIATE OF ARTS (A.A.) IN COMMUNICATION

University of San Diego, San Diego, CA

June 2013

CERTIFICATIONS

Google Workspace Certification, Google, 2023

Certified Executive Administrative Professional, International Association of Administrative Professionals, 2016

PROFILE

Executive assistant with nearly seven years of experience providing administrative support to senior government and health care professionals. Recognized for meticulous data verification skills and streamlining departmental operations through Google Workspace solutions.

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT

State of California, San Diego, CA

February 2018 - present

- Supported the HR deputy director, managing incoming and outgoing communications, calendars, and travel arrangements
- Managed a departmental budget of $500,000, ensuring strategic resource allocation
- Maintained asset inventory and ensured compliance with procedural and operational guidelines
- Tracked work assignments for staff members, achieving a 27% increase in efficiency for the Central HR Office
- Conducted research and data verification to support decision-making processes
- Ensured accurate and up-to-date asset inventory, resulting in a 94% accuracy rate

EXECUTIVE ASSISTANT

Signify Health, San Diego, CA

December 2016 - January 2018

- Supported three executives in day-to-day activities, managing meetings, schedules, and work-related projects
- Coordinated travel arrangements and worked with vendors to reduce costs by 18%
- Managed expenses and submitted accurate expense reports in Concur
- Collaborated with department heads regarding software, equipment, and office needs
- Demonstrated confidentiality by handling sensitive information, achieving 100% compliance with data security protocols