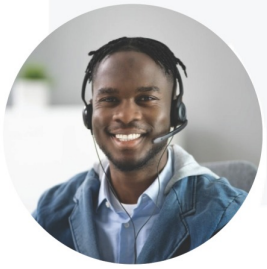
Timothy Anderson

EXECUTIVE ASSISTANT



123-456-7890

email@example.com

LinkedIn

City, State Abbreviation Zip Code

SKILLS

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

EDUCATION

ASSOCIATE OF ARTS (A. A.) COMMUNICATION

Guilford Technical Community College, Jamestown, NC

September 2011 – June 2013

CERTIFICATIONS

- Google Workspace Certification, Google, 2023
- Certified Executive Administrative Professional (CAP), IAAP, 2016

PROFILE

Highly organized executive assistant with nearly seven years of experience providing high-level administrative support to senior government and health care professionals. Proven track record in budget management, overseeing a departmental budget of $500,000. Strong research and data verification skills, contributing to informed decision-making processes.

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT

State of North Carolina, Wake County, NC

February 2018 – present

- Supported the HR deputy director, managing incoming and outgoing communications, calendars, and travel arrangements
- Managed the 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, Burnsville, NC

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