RESUME



EXECUTIVE ASSISTANT

from Resume Genius

contact

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education

B.A. HISTORY
River Brook University, Chicago, IL
2012

A. A. COMPUTER SCIENCE
River Brook University, Chicago, IL
2010

key skills

- MS Office Suite / Excel
- English / Spanish
- Web / Tech Savvy
- Organization and Prioritization
- Problem Solving
- Team Leadership

awards

EMPLOYEE OF THE MONTH
January 2018 / Redford & Sons

profile

- Executive Assistant with 8+ years of experience providing administrative support to C-Suite executives
- Organization: Adept at scheduling meetings, preparing agendas, and following up on action items
- Problem-solving: Possess strong quantitative problem-solving and prioritization skills
- Achievement: Increased overall efficiency by 30% by overhauling the company's filing system

professional experience

EXECUTIVE ASSISTANT
Paxway, Inc / Fairfax, VA / 2013 - Present

- Manage and prioritize our partners' schedules to ensure that their time is focused on critical, strategic issues
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention
- Perform a variety of accounting activities, such as preparing between 10 and 20 check requests, expense reports, purchase orders, and invoices each week
- Ensure and maintain confidentiality of all communications and documentation

ADMINISTRATIVE ASSISTANT
Red Fox / Fairfax, VA / 2010 - 2013

- Managed an active calendar of appointments, filed expense reports, and composed and prepared confidential correspondence
- Handled all domestic and international travel reservations, cutting the company's travel expenses by 12%
- Answered and screened telephone calls in a courteous manner while taking messages with a high degree of accuracy
- Organized 3+ monthly meetings and their logistical elements (scheduling, preparing the facility, organizing handouts and/or binders for attendees, etc.)