

# Jane Doe

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## Professional Summary

Detail-oriented and proactive Executive Assistant with 8+ years of experience supporting high-level executives in fast-paced corporate environments. Proven track record of managing schedules, coordinating meetings, and handling confidential information with discretion. Skilled at streamlining processes to improve productivity and efficiency while maintaining a high standard of professionalism.

## Professional Experience

### Executive Assistant to CEO

**ABC Corporation, New York, NY | Jan 2019 – Present**

- Provide comprehensive administrative support to the CEO and executive team of a Fortune 500 company.
- Manage complex calendars, travel arrangements, expense reporting, and correspondence.
- Organize meetings, prepare agendas, record minutes, and ensure timely follow-up on action items.
- Liaise between executives, staff, clients, and stakeholders to facilitate effective communication.

### Administrative Assistant

**XYZ Consulting, New York, NY | Jun 2015 – Dec 2018**

- Supported a team of 5 senior managers with scheduling, meeting coordination, and document management.
- Streamlined office procedures, resulting in a 20% improvement in workflow efficiency.
- Coordinated internal and client events, including logistics and vendor management.

## Education

### Bachelor of Arts in Business Administration

**New York University, New York, NY | 2011 – 2015**

## Core Skills

- Calendar Management
- Travel Coordination
- Meeting & Event Planning
- Expense Reporting
- Office Administration
- Confidentiality & Discretion
- Document Preparation
- Communication Skills
- Project Coordination
- MS Office Suite

## Certifications

- Certified Administrative Professional (CAP)
- Microsoft Office Specialist (MOS)

## References

Available upon request.