

Jane Doe

New York, NY | (555) 123-4567 | jane.doe@email.com | linkedin.com/in/janedoe

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.