

Jane Doe

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PROFESSIONAL SUMMARY

Accomplished Executive Administrative Support professional with 7+ years of experience providing high-level assistance to senior executives. Adept at managing calendars, planning travel, preparing reports, and facilitating smooth office operations. Recognized for discretion, efficiency, and superb communication and organizational skills.

CORE SKILLS

Calendar Management
Travel Coordination
Meeting & Event Planning
Expense Reporting
Document Preparation
Microsoft Office Suite
Executive Support
Confidentiality
Problem Solving

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant

ABC Corporation, City, State | June 2019 – Present

- Provide comprehensive administrative support to the CEO and executive team, ensuring seamless daily operations.
- Manage complex calendars, schedule meetings, and coordinate domestic/international travel arrangements.
- Prepare reports, presentations, and correspondence with high attention to detail.
- Handle sensitive and confidential information with utmost discretion.

Administrative Assistant

XYZ Inc., City, State | March 2016 – May 2019

- Assisted executives with daily administrative tasks including scheduling and filing.
- Coordinated company meetings and special events for up to 100 attendees.
- Maintained office supplies inventory and liaised with vendors.

EDUCATION

Bachelor of Arts in Business Administration

State University, City, State | 2015

CERTIFICATIONS

- Certified Administrative Professional (CAP)

REFERENCES

Available upon request.