

Jane Doe

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PROFESSIONAL SUMMARY

Results-driven Executive Administrative Professional with 8+ years of experience supporting C-level executives. Expert in calendar management, travel coordination, and confidential communication. Adept at streamlining operations and enhancing productivity.

CORE COMPETENCIES

- Executive Support & Calendar Management
- Travel & Event Coordination
- Meeting Preparation & Minutes
- Confidential Correspondence
- Operational Streamlining
- Office Management
- Expense Reporting
- Vendor Relations
- Interpersonal Communication

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant *ABC Corporation, City, State*

2018 – Present

- Manage daily schedules, communications, and logistics for CEO and CFO.
- Coordinate domestic and international travel, including visas and itineraries.
- Prepare agendas and take minutes for executive meetings.
- Handle confidential documents and sensitive information with integrity.
- Implement office procedures enhancing workflow efficiency by 20%.

Administrative Assistant *XYZ Inc., City, State*

2015 – 2018

- Provided administrative support to management and staff of 50+ employees.
- Coordinated company-wide meetings and team-building events.
- Maintained multiple calendars, organized travel, processed expense reports.
- Created and maintained document filing systems.

EDUCATION

Bachelor of Business Administration

University of State, City, State — 2015

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace, Zoom, Slack
- Travel Management Software

REFERENCES

Available upon request.

