

## Sample Senior Executive Assistant Resume

### Highlights Of Qualifications

- ▶ 20+ years experience – 10+ years assisting at the executive level.
- ▶ Excellent verbal and written communication skills – establishes rapport and builds credibility with customers, management and peers.
- ▶ Displays a high level of confidentiality in all business matters.
- ▶ Proven organizational skills – able to manage multiple projects and produce timely results.
- ▶ Highly versatile and independent – accepts new challenges and extended responsibilities.
- ▶ Proficient in Microsoft Office applications.
- ▶ Experienced in arranging corporate domestic and international travel.

### Professional Highlights

*10/03 – Present ORCO Construction Supply Livermore, California*

#### **Executive Assistant**

- ▶ Works directly for President and Chief Executive Officer.
- ▶ Provides administrative support to all Executive Vice Presidents.
- ▶ Responsible for scheduling and maintaining calendars for CEO and all Executive Vice Presidents.
- ▶ Prepares proposals and presentations for the Executive team.
- ▶ Assists CEO and CFO in the coordination of corporate asset purchases, mergers and acquisitions.
- ▶ Responsible for building and maintaining a corporate on-line documentation database.
- ▶ Responsible for coordinating all outside executive meetings including Board of Director's meetings, merger and acquisition meetings as well as executive retreats.
- ▶ Responsible for all executive domestic and international travel arrangements.
- ▶ Completes expense reports for Executive team.
- ▶ Completes minutes for all executive meetings.
- ▶ Corporate Travel Manager
- ▶ Provide administrative support to the Marketing Department.

*9/01 – 3/03 ITPrisms, LLC Walnut Creek, California*

#### **Executive Assistant**

- ▶ Worked directly for the President.
- ▶ Prepared proposals and presentations.
- ▶ Responsible for scheduling and maintaining president's calendar.
- ▶ Responsible for editing and packaging all proposals for sales team.
- ▶ Completed monthly cost reports for the Chief Financial Officer.
- ▶ Answer and direct telephone calls as necessary.
- ▶ Completed travel arrangement for all company employees.

*11/96 – 9/01 NetsWork, Inc. Pleasanton, California*

#### **Executive Assistant**

- ▶ Worked directly for Chief Executive Officer and Chief Financial Officer.
- ▶ Worked with CEO in the coordination of corporate asset purchases, mergers and acquisitions.
- ▶ Coordinated documentation for due diligence associated with the mergers and acquisitions.
- ▶ Prepared proposals and presentations for the CEO and CFO.

- ▶ Compiled monthly turnover reports and organizational charts for CFO.
- ▶ Prepares expense reports for CEO and CFO.
- ▶ Assisted the In-House Attorney with preparation of Motions and Filings.
- ▶ Provided administrative support for the Director of Corporate Operations.
- ▶ Responsible for scheduling and maintaining CEO and CFO's calendar.
- ▶ Coordinated all inside and outside meetings with the executives and outside investors.
- ▶ Competed travel arrangements for all executives and general managers.

*4/89 – 11/96 Payco GAC, Inc. Pleasanton, California*

#### **Production Assistant**

- ▶ Administrative support for 14 managers and 100 collectors.
- ▶ Interfaced with in-house management and co-workers in the completion of a variety of sensitive business documents.
- ▶ Assisted the In-House Attorney with preparation of Motions and Filings.
- ▶ Completed all productivity reporting for clients.
- ▶ Responsible for maintaining Employee Goal Tracking reports.

#### **Special Project Highlights**

*2003 – Present – ORCO Construction Supply*

- ▶ Built, indexed and maintains on-line computer storage for all corporate documents.
- ▶ Assisted in the implementation of an on-line expense reporting application for company employees.
- ▶ Coordinated and implemented a Mile Stone Anniversary program for all employees.

*1999 – Network Inc.*

- ▶ Coordinated move of the Home office from Fremont, California to Pleasanton, California. Assisted in overseeing the build-out of the new location and the purchase of new office equipment. Coordinated the move of 300 employees and office equipment to the new location.

*1994 – Payco, GAC*

- ▶ Pioneered the development of an end of the month report sent to the President which was later integrated cross company to 60 locations.
- ▶ Assisted on special project for medical billing and developed a tracking system for the clients.

#### **Education**

1996 Completed Total Quality Management through Payco General American Credits, Inc.

1988 Completed Business Courses, Las Positas College, Livermore, CA