

**First Name Last Name**

233 2nd Avenue South | Minneapolis, MN 55423  
612-123-4567  
FirstNameLastName@email.com

**SUMMARY**

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Executive Assistant with a decade of C-Suite clerical and administrative services experience. Energetic, flexible and self-motivated. Excellent interpersonal communication abilities. Proven organizational and planning expertise; works with minimal supervision. Excellent customer service skills.

**QUALIFICATIONS**

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| <ul style="list-style-type: none"><li>▪ MS Office Word, Excel, Outlook and SharePoint</li><li>▪ Type over 50 WPM</li><li>▪ Excellent verbal and written communication skills</li></ul> | <ul style="list-style-type: none"><li>▪ Safeguard confidential information</li><li>▪ Establish and maintain positive client relationships</li><li>▪ Independent judgment and discretion</li></ul> | <ul style="list-style-type: none"><li>▪ Problem solver</li><li>▪ Organized with keen attention to detail</li><li>▪ Sales, special events and marketing support</li></ul> |
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**ACCOMPLISHMENTS**

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**Administrative Support**

- Provided four person senior executive team with timely and accurate response to clerical, scheduling, travel, and report generation needs
- Administered purchase orders for the marketing, travel and special event budgets for an eight-state region
- Negotiated office supply and equipment services with vendors that resulted in a 20% annual decrease in this expense category

**Organizational Skills**

- Reduced employee turnover by 10% after development of a faster expense reimbursement process, which other offices replicated
- Expedited the turnaround of incoming and outgoing correspondence by creating a new internal communication center
- Increased margin after development of a multi-department regional facility to centralize the purchasing and distribution of promotional items

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**SALES, MARKETING AND SPECIAL EVENTS**

- Generated increased product use after developing and coordinating a hands-on and interactive software training event
- Supported the new product roll out team at national trade shows
- Exceeded team sales goals by more than a million dollars
- Recruited, hired and supervised temporary support personnel for special projects and events
- Managed special event expenses by carefully assessing needs, evaluating expenses, and monitoring equipment rental

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**OPERATIONS / LOGISTICS**

- Coordinated regional office facilities logistics with corporate staff and building property management
- Completed five suburban office park renovations and expanded two production facilities
- Met company business continuation needs during each transition
- Created and wrote a daily newsletter to keep executives and staff informed during each project

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**PROFESSIONAL EXPERIENCE**

Company  
Minnetonka, MN  
2008-2018  
Executive Assistant

Company  
Bloomington, MN  
2006-2008  
Administrative Assistant

Company  
New Hope, MN  
2003-2006  
Office Coordinator

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**RECOGNITIONS AND AWARDS**

- Recognized as "Support Team Member of the Year"
- Won "Contributor of the Quarter Award" three times in 2½ years
- Winner of the "Impact" award for facilities management

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**EDUCATION**

**State University**, Central City, MN

Completed 60 semester hours toward bachelor's degree in English