

[First Last Name]

[City, State] | [email@example.com] | [(123) 456-7890] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Detail-oriented **Executive Assistant** with [X+] years of experience supporting C-level leaders in fast-paced corporate environments. Proven track record of managing complex calendars, coordinating high-impact meetings and travel, and streamlining executive workflows to free leadership time for strategic priorities. Adept at handling confidential information, building cross-functional relationships, and implementing efficient administrative systems. Known for proactive problem-solving, exceptional communication, and consistently delivering polished, executive-level work products.]

PROFESSIONAL EXPERIENCE

[Senior Executive Assistant] | [Global Technology Corporation]

[MM/YYYY] – [Present]

[City, State]

- [Manage complex calendars for [CEO] and [2] senior executives, proactively prioritizing and resolving scheduling conflicts to ensure alignment with strategic business objectives and reducing last-minute changes by [30%.]
- [Coordinate end-to-end logistics for board meetings, offsites, and executive presentations, including agenda development, briefing materials, travel arrangements, and on-site support, resulting in consistently on-time, well-prepared sessions.]
- [Implement and maintain standardized processes using tools such as [Microsoft 365, Google Workspace, Slack, Zoom, and Salesforce/CRM], improving document organization, meeting follow-up tracking, and response times across the executive office.]

[Executive Assistant] | [Professional Services Firm]

[MM/YYYY] – [MM/YYYY]

[City, State]

- [Provided high-level administrative support to [Managing Partner] and [Leadership Team], including inbox management, correspondence drafting, and preparation of client-facing documents, ensuring professional, error-free communications.]
- [Coordinated domestic and international travel itineraries, expense reports, and vendor communications using tools such as [Concur/Expensify, SAP/ERP, and Excel], reducing reimbursement cycle times and minimizing travel disruptions.]
- [Maintained confidential personnel and client files, tracked key deadlines, and created status reports and dashboards, enabling leadership to quickly access accurate information for decision-making and performance reviews.]

EDUCATION

[Bachelor of Arts in Business Administration] | [Name of University]

[MM/YYYY] – [MM/YYYY]

[City, State]

- [Relevant coursework: Organizational Communication, Project Management, Business Writing, Office Information Systems.]

[Executive Assistant / Administrative Professional Certificate] | [Professional Training Institute]

[MM/YYYY] – [MM/YYYY]

[City, State]

- [Focused on advanced calendar management, executive communication, business etiquette, and productivity tools.]

SKILLS

Technical & Administrative: [Advanced MS Office (Outlook, Excel, PowerPoint, Word)] · [Google Workspace] · [Calendar & Inbox Management] · [Virtual Meeting Platforms (Zoom, Teams, Webex)] · [Travel & Expense Management Tools] · [Document Management Systems]

Operational & Organizational: [Executive Calendar Prioritization] · [Meeting & Event Coordination] · [Board & C-Level Support] · [Confidential Information Handling] · [Process Improvement] · [Vendor & Stakeholder Coordination]

Interpersonal & Communication: [Professional Written & Verbal Communication] · [Client Service Orientation] · [Relationship Building] · [Discretion & Diplomacy] · [Time Management] · [Problem Solving] · [Adaptability in Fast-Paced Environments]

SELECTED PROJECTS & ACHIEVEMENTS

[Executive Office Process Streamlining Initiative]

- [Mapped existing administrative workflows for the executive team and introduced standardized templates for agendas, minutes, and follow-up trackers, reducing preparation time for recurring meetings by approximately [25%.]

[Company-Wide Leadership Meeting Coordination]

- [Planned and executed a [2-day] leadership summit for [50+] participants, managing venue selection, communications, materials, and on-site logistics, resulting in positive feedback from attendees and executives on organization and professionalism.]

[Executive Reporting & Dashboard Setup]

- [Created recurring status dashboards in [Excel/PowerPoint] for leadership using data from [CRM/Project Management tools], enabling quick visibility into key initiatives, deadlines, and priorities for weekly executive reviews.]