

Jessica Sanders

EXECUTIVE ASSISTANT

CONTACT

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CERTIFICATIONS

**IAAP Certified
Administrative
Professional (CAP)**
2000

PROFESSIONAL PROFILE

A proficient executive assistant with a proven track record of supporting senior business figures in the management of leading corporate and government organizations. Extensive experience in reading, researching, and routing correspondence, as well as drafting letters and documents, collecting and analyzing information, and initiating telecommunications. Maintain executive's appointment schedule by planning meetings, conferences, and teleconferences. Provide historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions.

SKILLS

Documentation, Reporting, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation, Equipment Maintenance, Travel Logistics, Verbal Communication, Letters Drafting.

WORK EXPERIENCE

ABC Firm | Los Angeles **EXECUTIVE ASSISTANT**

December 2005 – Present

- Maintain office supplies inventory by checking stock to determine inventory level, anticipate needed supplies, and efficiently evaluate new office products.
- Welcome guests and customers by greeting them, in person or on the telephone, answer or direct inquiries.
- Complete projects by assigning work to clerical staff.
- Conserve executive's time by reading, researching, and routing correspondence; draft letters and documents, as well as collect and analyze information.
- Act as the point of contact between the executives and internal/external clients.

General Company | Los Angeles **EXECUTIVE ASSISTANT**

March 2002 – November 2005

- Prepared financial statements, reports, memos, invoices letters, and other necessary documents.
- Researched and conducted data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Performed office duties that included ordering supplies and managing a record database.
- Opened, sorted and distributed incoming faxes, emails, and other correspondence, and documents.
- Utilized diverse software, including word processing, spreadsheets, and presentation software.
- Efficiently produced reports, presentations and briefs.