

Matt Zhang

Senior Executive Assistant

CONTACT

☎ 123-456-7890

✉ hello@reallygreatsite.com

🌐 www.reallygreatsite.com

EDUCATION

Salford & Co. University

Bachelor of Business
Management

(2008-2012)

SUMMARY

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

SKILLS

- Event Planning
- Communication Skills
- Calendar Management
- Time Management

WORK EXPERIENCE

● Administrative Manager

Fradel and Spies (2012 – 2016)

- Managed CRM database including troubleshooting, amintenance, updates and report generation
- Oversaw office inventory activities

● Senior Executive Assistant

Arowwai Industries (2017 – 2022)

- Executive assistant, under little supervision and acting on own initiative
- Responsible for gathering, assembling, and analyzing information and data from a wide variety of sources