

Assistant To CEO/Director

ROBERT SMITH

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Objective

To secure a producing leadership role to implement creative instincts gained from past success in ground-up endeavors and years wide-range accumulation of arts experience ranging from administrative to technical and performance.

Skills

Native Speaker Of Spanish, Microsoft Office, Firefox, Choice Advantage, Rapidlog 6.0.

Work Experience

Assistant To CEO/Director

ABC Corporation - August 2001 - June 2003

- Set up Management Committee. Organized Board of Directors meetings.
- Managed Shareholders information. Issued Shareholders dividends.
- Managed Committee payroll. Managed General Managers payroll.
- Controlled and managed General Managers expenses.
- Supervised shipment data, Customs Office duties.
- Booked Generali Main Offices and Branches Hotel and Air Tickets.
- Performed accounting duties for entire company, including payroll responsibilities.

Assistant To CEO

Delta Corporation - 1997 - 2001

- Brunswick, Ohio Handled payroll, accounts payable, accounts receivable, petty cash, billing, collections, helped company prepare for ISO audits.
- Also made deliveries, ran errands, answered phones, and anticipated executive needs.
- Internet Casino Dealer (2011).
- Maintain CEOs agenda, coordinate and organize weekly Staff meetings, Stockholders and Investors, special events and meetings, prepare MMR (Monthly).
- Coordinate complex travel arrangements and process expenses to support the General Director and key executives as well as Corporate Office visitors, .
- Part of a special Project Engineering team, assigned to Purchasing, for the launch of three new production lines in 1999.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Studies in Business Administration in Business - 1998(University of Massachusetts Boston - Boston, MA)