

# Matt Zhang

Senior Executive Assistant

## CONTACT

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## 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