

Anda Ribera

Executive Assistant | GASTech – Kronos | Abila, Kronos

Summary of Qualifications

- A highly organized and detail-oriented Executive Assistant with over 17 years' experience providing thorough and skillful administrative support to senior executives.
- Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals.
- An independent and self-motivated professional with excellent writing skills; able to grow positive relationships with clients and colleagues at all organizational levels.

Professional Experience

GASTech – Abila, Kronos

Senior Executive Assistant to the CFO

2009-Present

Administration & Organization

- Created highly effect organization and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamlined office functions.
- Coordinated and set up high-level conference calls, management meetings, special events and travel for senior management.
- Developed and maintained databases of research topics as directed by the CFO.

Industrial Resources, Ltd., Tethys

Senior Executive Assistant

2000-2009

Executive Assistant

1996-2000

- Provided superior administrative support to multiple members of the management team of Industrial Resources, Ltd. including correspondence, legal documents, financial management, events/logistics coordination, and conflict resolution.

Education

Masters in Library Science, University of Tethys, Tethys.

Bachelor of Arts, Writing and Journalism, University of Tethys, Tethys.