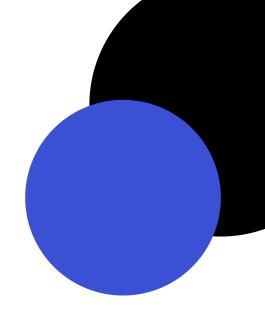
# MARCELINE ANDERSON

## **Executive Assistant**



#### **PROFESSIONAL PROFILE**

Skilled Executive Assistant with more than 10 years experience coordinating, planning, and supporting daily operational and administrative functions.

#### **CONTACT DETAILS**

- Home: 123-456-7890
- Mobile: 123-456-7890
- hello@reallygreatsite.com
- www.reallygreatsite.com
- 123 Anywhere Street, Any City, State, Country 12345

## **QUALIFICATIONS**

Over a decade of service preparing well-researched and accurate documents, managing busy calendars, and efficiently handling daily office tasks.

## PREVIOUS EDUCATION

**WORK EXPERIENCE** 

**Executive Assistant** 

the executive team.

**Executive Assistant** 

ABC San Dias (Jan. 2014 - Present)

DEF San Dias (June 2009 - Jan. 2014)

• Supported firm's senior partner.

Provide administrative support to the CEO and other members of

Maintain CEO's calendar -- plan meetings, teleconferences, and

Handled bank deposits and other accounting documents.

Planned and coordinated PR initiatives, business events, and more.

## **Golden Oak University**

AAS in Business Management, Class of 2009

- Secretary for Golden Oak University's Student Marketing Organization
- Member and Contributor for The Oakley News
- Member of the Writing Society

#### San Dias High School

Graduated Class of 2005 Valedictorian

- Secretary, Entrepreneurship Club
- Secretary, Student Council
- Member, Culture Club
- Member, Spanish Club
- Member, Foreign Exchange Student Society

#### **SKILLS AND ABILITIES**

- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great writing skills
- Fluent in English and Spanish