

# BONNIE POWERS

## Executive Assistant

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### Qualifications Summary

- Accomplished executive assistant offering 12 years of administrative experience reporting to a CEO and other top executives.
- Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook). Type 75 WPM.

### Professional Experience

**Executive Assistant**, 2006 to Present | ABC COMPANY | Sometown, NM

- Provide administrative and business support to the CEO of Sometown's largest manufacturing firm and support other members of the executive management team.
- Maintain CEO's calendar -- plan and schedule meetings, teleconferences and travel.
- Negotiated favorable terms and pricing agreements with resorts, vendors, caterers and other providers for service at special events, saving at least \$50K annually.
- Improved office efficiency by implementing color-coded filing system and introducing additional time-saving measures.
- Enhanced communication between manufacturing department and executive team, fostering a sense of teamwork and collaboration.

**Executive Assistant**, 2000 to 2006 | DEF COMPANY, LLC | Sometown, NM

- Supported law firm's senior partner, researching legal documents for LLCs, S corps, C corps, limited partnerships and other entities.
- Handled accounts payable and receivable, prepared bank deposits, controlled inventory, and maintained equipment and technology.
- Planned and coordinated PR initiatives, business development events, partner retreats, holiday parties and more.
- Completed staff orientation seminars for approximately 30 attorneys, paralegals, legal secretaries and support staff.

*Previous experience includes administrative assignments for GHI Company (1992 to 2000) and JKL Company (1990 to 1992), both based in Sometown, NM.*

### Education & Training

**AAS in Business Management**, 1992 | ABC COLLEGE | Sometown, NM

#### Training Completed:

- SkillPath: "Managing Multiple Projects, Objectives and Deadlines"
- Fred Pryor: "The Exceptional Assistant" and "Successful Communication Skills for Women"
- Stephen R. Covey: "The 7 Habits of Highly Successful People"