|  |  |
| --- | --- |
| **Kivon Riley**  **Senior Executive Assistant** | kivon.riley2@gmail.com  (123) 456-7890 New York, NY  linkedin.com/in/kivon-riley |

# WORK HISTORY Current

Senior Executive Assistant New York, NY | 2017 - current

· Supported CEO with calendar management including scheduling meetings, coordinating events, and balancing shifting priorities. · Edited two chapters and received an acknowledgement in CEO's business book Zero to One.

· Coordinated internal and external meetings including all-hands meetings, board meetings, off-site meetings, one-on-one meetings, and two annual conferences. · Liaised with senior leaders both inside and outside of the company, using effective communication.

· Maintained sensitive and complex calendars, requiring coordination with other senior leaders.

· Launched a monthly industry networking lunch with an average attendance of 23 professionals.

· Handled telephone coverage as needed, including by responding to inquiries, routing calls, and taking detailed messages.

# EMD Diamonds

Executive Assistant New York, NY | 2014 - 2017

· Provided general administrative support to the Executive Operations Manager and CEO.

· Created the template for the quarterly board meeting presentation in Microsoft PowerPoint, and worked closely with the CEO to finalize all presentations.

· Maintained sensitive and complex calendars, requiring close coordination with other senior leaders.

· Worked closely with the finance administrator to manage accounts receivable and daily deposits.

· Conducted technical record keeping that followed all best accounting and budgeting procedures.

· Managed outgoing packages by ensuring proper labeling and packaging. Kept detailed records of all incoming packages.

**SKILLS** · MS Office (Word,

PowerPoint, Excel,

Outlook)

· Google Calendar · Gmail

· Scheduling (Calendly) · Travel arrangements · Slack

· Relationship building

· File management

## EDUCATION

**High School Diploma**

Maspeth High School

2010 - 2014

Queens, NY