

# 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.

### SKILLS AND ABILITIES

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

### WORK EXPERIENCE

#### **Executive Assistant**

ABC San Dias (Jan. 2014 - Present)

- Provide administrative support to the CEO and other members of the executive team.
- Maintain CEO's calendar -- plan meetings, teleconferences, and travel.

#### **Executive Assistant**

DEF San Dias (June 2009 - Jan. 2014)

- Supported firm's senior partner.
- Handled bank deposits and other accounting documents.
- Planned and coordinated PR initiatives, business events, and more.

### PREVIOUS EDUCATION

#### **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