**Sally Adamson**

***Executive Assistant***

sally4359@gmail.com

Miami, Florida

555-986-9855

**Professional Summary**

Experienced professional with a proven track record as an Executive Assistant and Secretary. Skilled in managing executive schedules, travel arrangements, and office operations. Proficient in Microsoft Office Suite and fluent in English and Spanish. Recognized for outstanding performance with awards for Employee of the Month and Employee of the Year. Committed to excellence and community involvement through volunteer work.

**Employment History**

**ACME Inc. 08/2017 - Present**

***Executive Assistant***

* Efficiently managed CEO's daily schedule and travel arrangements, ensuring seamless operations
* Provided top-notch assistance to C-suite executives by organizing detailed itineraries for their business trips
* Successfully onboarded new employees utilizing Bamboo HR, streamlining the orientation process

**Dover Corporation 12/2015 - 07/2017**

***Secretary***

* Implemented an efficient system to manage office supplies inventory using Microsoft Access database, resulting in a 20% reduction in supply costs
* Successfully handled the main corporate phone line, ensuring prompt and professional communication with clients and stakeholders

**Professional Skills**

Executive Assistant | Office Supplies Management | Bamboo HR | Microsoft Access | Microsoft Outlook Tasks | Microsoft Excel | MS PowerPoint | MS Word | English and Spanish

**Education**

School: Wiggly Community College  
Degree: Associates  
Area(s) of Study: Liberal Arts

**Certifications & Licenses**

* Microsoft Office Specialist Certification

**Languages**

* English
* Spanish

**Awards & Achievements**

* Employee of the Month in 2017
* Employee of the Year in 2022

**Volunteer Work**

* Organized activities for kids at local YMCA on weekends.