

DANIEL GALLEGO

Senior Executive Assistant

CONTACT



123-456-7890



hello@reallygreatsite.com



www.reallygreatsite.com

EDUCATION

Salford & Co. University

Bachelor of Business
Management

(2008-2012)

SUMMARY

Executive assistant with ten years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

WORK EXPERIENCE

Administrative Manager

Fradel Spies (2012 – 2016)

- Managed GRM Database, including troubleshooting, amintenance, updates and report generation.
- Oversaw office inventory activities

SKILLS

Time management

Communication skills

Calendar management

Event Planning

Senior Executive Assistant

Arowwai Industries (2017 – 2022)

- Executive assistant, under little supervision and acting on own initiative
- Responsible for gathering, assembling and analyzing information and data from a wide variety of sources