



RICHARD TERRY

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PROFESSIONAL
SUMMARY

Executive assistant skilled at offering high-level administrative support to senior-level staff. Expert in travel management, expense tracking and schedule coordination. Expertly assists executive team using exceptional communication and organizational skills.

WORK HISTORY

Executive Assistant to the CEO | McKensey And Associates - Hobart, IN 03/2023 - CURRENT

- Supported corporate partners' and staff's business and hospitality needs during meetings and company events.
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Transcribed meeting minutes to support sales, business development and senior management teams.

Administrative Assistant | Berzack Inv - Hobart, IN 01/2021 - 03/2023

- Answered multi-line phone system, routed calls, delivered messages to staff and greeted visitors.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.

Office Assistant | Jerimovich And Berzatto Associates - Hobart, IN 06/2019 - 01/2021

- Supported two senior secretaries and three management staff members in administrative activities, documentation and data management.
- Answered incoming phone calls and relayed to employees or provided requested information.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.

SKILLS

- 65 WPM typing speed
- Travel Arrangements
- CRM management
- QuickBooks expert
- Executive Support
- Document Preparation
- Calendar Management
- Office Administration
- Report Writing
- Mail Management

EDUCATION

Berkeley College, Paramus, NJ 05/2019
Associate of Science: Secretarial Studies And Office Administration