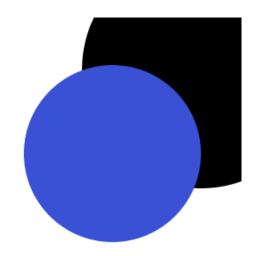
# MARCELINE ANDERSON

# 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