
[REDACTED]

Executive & Administrative Assistant | Project Coordinator | Expert in Remote Operations, Scheduling & Workflow Optimization | Organized. Proactive. Reliable. | Open to Global Opportunities

Location: [Country Redacted]

Followers: [Redacted]

Connections: [Redacted]

About

Executive & Administrative Assistant with over 7 years of experience supporting senior leadership, managing cross-functional projects, and optimizing operations across remote and in-person teams.

Experience includes streamlining workflows, coordinating events, and delivering executive support using tools like Google Workspace, Trello, and QuickBooks.

Recognized for the ability to stay organized under pressure, communicate clearly across teams, and proactively solve problems in diverse environments.

Core Strengths:

- Executive & Administrative Support | Calendar Management | Meeting & Travel Coordination
- Project Coordination | Process Optimization | Task Tracking
- Client & Stakeholder Communication | Remote Team Collaboration
- Tools: Microsoft Office | Google Workspace | QuickBooks | Trello | Canva

Open to global opportunities, especially in Europe. Brings a structured, reliable approach to supporting executives and organizations.

Top Skills

- Administrative Operations
 - Project Management
 - Digital Communication Tools (Zoom, Microsoft Teams, Google Workspace)
 - Problem Solving
 - Communication
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Experience

Administrative Incharge | Operations & Training Coordinator

[Nonprofit Organization, Redacted]

Jan 2018 - Present · 7 yrs 6 mos

[City, Country Redacted] · On-site

- Led staff recruitment, training, & performance evaluation, ensuring operational excellence.
- Developed and enforced administrative policies, optimizing workflows and compliance.
- Oversaw financial management, ensuring accurate reporting and budgeting.
- Coordinated strategic meetings, prepared agendas, & tracked action plans for decision-making.
- Organized large-scale events, workshops, and training programs.
- Implemented digital marketing strategies (social media, Canva designs) to increase engagement.

Key Achievements:

- Increased efficiency by 25% through workflow automation & attendance tracking.
- Grew engagement by 20% via targeted digital campaigns.

- Spearheaded successful online programs, ensuring continuity during critical times.

Executive Administrative Assistant

[Private Company, Redacted]

Oct 2023 - Jul 2024 · 10 mos

[City, Country Redacted] · Remote

- Provided high-level executive support, managing calendars, scheduling meetings, and coordinating agendas.
- Organized and tracked team tasks using Trello.
- Maintained CRM database for client and lead management.
- Handled incoming calls, client inquiries, and appointment scheduling.
- Drafted and formatted business correspondence, transcriptions, and data entry reports.
- Scheduled and facilitated virtual meetings on Zoom.
- Conducted market research & project analysis.
- Managed electronic filing systems and streamlined communications.

Key Achievements:

- Boosted digital engagement by 30% through enhanced client communication.
- Streamlined project workflows using Trello.
- Optimized executive operations, improving meeting coordination and document organization.
- Designed and delivered marketing content, ensuring branding consistency.

Lead Teacher

[Education Organization, Redacted]

Mar 2017 - Jul 2017 · 5 mos

[Region Redacted]

- Conducted lesson planning & curriculum development.

- Trained & mentored new teachers.
- Organized academic events, workshops, and competitions.

Key Achievements:

- Trained over 10 educators on modern teaching methodologies.
 - Improved student performance by 20% through structured teaching strategies.
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Education

Master of Arts - English Language Teaching & Linguistics

[University Redacted]

2017

- Methodology for teaching English language
- Linguistics
- Language Acquisition
- Curriculum Development and Evaluation

Bachelor of Arts - Art/Art Studies, General

[University Redacted]

2014

Certifications

- Administrative Professional Tips (LinkedIn, Dec 2024)
- Communication Foundations (LinkedIn, Dec 2024)
- [Other certifications redacted]

Skills

- Executive Support Specialist
- Project Coordinator
- Administrative Operations
- Time Management
- Digital Communication Tools

All personally identifiable information has been removed to protect privacy while preserving the professional content and structure of the resume.

1. <https://ppl-ai-file-upload.s3.amazonaws.com/web/direct-files/attachments/14191021/5a9560f3-547f-413c-811b-c65124ee23bc/paste.txt>