Executive Administrative Assistant  
Location: [City, State Redacted]  
Connections: [Redacted]

## Experience

Executive Administrative Assistant  
[Company Name Redacted] · Full-time  
Jun 2022 - Present · 3 yrs 1 mo

Executive Admin/Office Manager  
[Company Name Redacted] · Full-time  
Apr 2019 - Jun 2022 · 3 yrs 3 mos

Treasury Management Sales Associate  
[Company Name Redacted] · Full-time  
Jun 2016 - Apr 2019 · 2 yrs 11 mos

Administrative Assistant  
[Company Name Redacted] · Full-time  
Aug 2013 - Jun 2016 · 2 yrs 11 mos

Account Coordinator  
[Company Name Redacted] · Full-time  
Feb 2008 - Aug 2013 · 5 yrs 7 mos  
[City, State Redacted]

Lead Sales Coach  
[Company Name Redacted] · Full-time  
Jul 2001 - Feb 2008 · 6 yrs 8 mos  
[City, State Redacted]

Fall Risk Reduction Intern  
[Organization Name Redacted] · Internship  
2005 - 2006 · 1 yr  
[City, State Redacted]

## Education

Bachelor of Science, Health Services/Allied Health/Health Sciences, General  
[University Redacted]  
2001 - 2006

## Skills

* Logistics
* Microsoft Excel
* Retail Sales
* Inventory Management
* Strategic Planning
* Customer Service
* Account Management
* PowerPoint
* Microsoft Office

## Industry Knowledge

* Merchandising
* Retail
* Visual Merchandising

## Tools & Technologies

* Microsoft Excel
* PowerPoint
* Microsoft Office

## Interpersonal Skills

* Customer Satisfaction
* Store Management
* Inventory Control