ISABEL **MERCADO**

Executive Secretary

+123-456-7890

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SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

# EDUCATION PROFESSIONAL EXPERIENCE

**Ginyard International Co. University** Bachelor's Degree in Business Administration 2016 – 2020

## Studio Shodwe University

Business Administration on Executive Assistance 2020 – 2022

# SKILLS

Strong organizational and time- management skills

Exceptional communication and interpersonal skills

Ability to work independently and as part of a team

Detail-oriented and able to handle multiple tasks simultaneously Experience in managing budgets and handling financial documents

## Executive Secretary

Ingoude Company | 2018 - Present

Manage the schedules and calendars of the CEO and other senior executives

Coordinate and schedule meetings and conferences with internal and external stakeholders

Prepare and distribute meeting agendas, minutes, and other relevant materials

Handle confidential information and documents with discretion and maintain their proper organization

## Executive Assistant

Wardiere Inc. | 2016 - 2018

Managed calendars, scheduled appointments, and arranged meetings and conferences

Prepared and distributed reports, presentations, and other materials

Handled confidential documents and maintained their proper organization

Coordinated travel arrangements and accommodations for executives and guests



# CERTIFICATIONS

Executive Secretary and Business Administration Certification

Advanced Executive Assistant and Office Manager Diploma

Executive Office Professional Certificate Program

## Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives

Conducted research and prepared reports on various topics related to the company's operations and industry trends Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence