

## [CONTACT INFORMATION]

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## [SUMMARY]

Proactive and discreet **Executive Assistant** with 10 years of experience supporting C-level executives (CEO, COO) in high-growth environments. Exceptional proficiency in **complex calendar management**, travel coordination, confidential document handling, and high-level communications. Adept at anticipating needs and streamlining executive workflow.

## [SKILLS & TECHNOLOGIES]

- \* Advanced MS Office Suite (Word, Excel, PowerPoint, Outlook)
- \* Complex Calendar Management (Outlook/Google Calendar)
- \* Domestic & International Travel Coordination
- \* Confidentiality & Discretion
- \* Expense Reporting (Concur)
- \* Meeting Planning & Minute Taking

## [PROFESSIONAL EXPERIENCE]

Executive Assistant to the CEO | Global Tech Solutions | New York, NY

(Aug 2018 – Present)

- \* Managed the CEO's demanding schedule, coordinating global meetings across multiple time zones.
- \* Arranged all aspects of complex international travel, including visas, itineraries, and accommodations.
- \* Prepared all materials for quarterly Board of Directors meetings, ensuring absolute accuracy and confidentiality.

- \* Screened and prioritized all incoming communications, drafting professional responses on behalf of the executive.

Administrative Assistant | Financial Services Inc. | New York, NY

(Jun 2015 – Jul 2018)

- \* Provided administrative support to a team of five Vice Presidents.

- \* Managed office supplies budget and vendor relationships, reducing supply costs by 10%.

#### [EDUCATION]

A.A.S. in Administrative Studies | Borough of Manhattan Community College (BMCC) | New York, NY

(2015)