

# Candidate Name

Address & Contact Information

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## CAREER PROFILE

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A reliable and energetic Administrator with more than 10 years of experience supporting senior executives to accomplish their targeted goals and objectives. Expertise in project and event management in both private and public corporations.

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## AREAS OF EXPERTISE

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- Strong interpersonal skills with all levels of external stakeholders, management and staff
- Ability to work and thrive in a fast-paced environment with changing priorities, while maintaining a high-quality standard of work
- Well-developed discretionary abilities
- Proficiency using MS office product and other programs

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## PROFESSIONAL EXPERIENCE

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### COMPANY ABC

2014 – PRESENT

#### Executive Assistant to the CEO / President

- Coordinated Board Executive and other member committee meetings: drafted agendas, circulated meeting materials, produced minutes and action items for follow up
- Coordinated weekly senior leadership team meetings by drafting agendas, taking minutes and follow up on items for action
- Gathered and consolidated information to draft the CEO's monthly operational report to board members
- Complex Outlook calendar management for the CEO and President. Compiled daily folders of research, meeting material and briefing notes
- Coordinated executive travel, expenses, prepared documents for signature, tracked correspondence, managed the CEO's contact database, filed electronic and paper records, monitored and approved senior management time requests and expenses
- Screened calls and monitored emails that required daily decision-making related to escalation and delegation to other senior management or departments, drafted responses
- Interacted and communicated with stakeholders and high level of government officials

### COMPANY DEF

2011 – 2014

#### Executive Assistant to the Senior Vice President

- Complex Outlook calendar management scheduling internal and external meetings
- High level liaison with stakeholders and staff
- Reconciled monthly expenses and corporate credit cards
- Drafted external and internal correspondence and e-mails
- Did research for special projects

### COMPANY GHI

2009 - 2011

#### Executive Assistant to the Senior Vice President (2-year Contract)

- Complex Outlook calendar management
- Coordinated internal and external meetings
- Reconciled monthly expenses, corporate credit cards
- Revised and reproduced information for Board, finance and committee packages
- Developed filing systems and coordinated and tracked the flow of documents and cheques for signing

COMPANY JKL

2001 - 2009

**Executive Assistant to the President**

- Administrative and secretarial support to the President
- Coordinator and onsite contact for national conferences
- Office Management and HR reporting

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**EDUCATION & PROFESSIONAL DEVELOPMENT**

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- B.Com - Ryerson University 2018
- Toastmasters

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**COMMUNITY INVOLVEMENT**

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Church Foodbank  
Coaching Girls Volleyball