

Name

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email@gmail.com

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## EXECUTIVE ASSISTANT

*Creating positive strategic partnerships with top executives to achieve corporate success*

Polished executive support partner with 10 years' experience planning and directing business and personal affairs for CEO and high-level executives. Recognized for superior business acumen — poised in high-pressure, fast-paced business environments. Utilizes project management principles to independently plan and direct high-level business affairs. Powerful verbal and written communicator with the wisdom to foster open relationships while maintaining confidentiality. Certified Notary Public.

- ☞ Created project status and monitoring system to track and monitor progress and timelines for more than 30 **multimillion dollar** real estate development projects streamlining the flow of information.
- ☞ Reduced document generation and turn-around time by **75%** by designing templates that automated high document production.
- ☞ Distinguished from others by a tenacity to become an expert in the executive support role and creating a synergetic relationship with executives to increase achievements that impact organizational growth.

Executive Office Management ☞ Domestic & International Travel Planning  
Meeting & Special Event Planning ☞ Confidential Correspondence  
Client Communications ☞ Relationship Management ☞ Executive Liaison Affairs  
Complex Calendar Management ☞ Document Management ☞ Budgeting and General Accounting  
Typing Speed 60-75 wpm ☞ Multi-line Telephone System ☞ Dictaphone & Transcription

## PROFESSIONAL HISTORY

Company, P.A, City,STJ

2008 – 2009 & 1996 – 2003

Legal Executive & Personal Assistant

High-profile executive-level administrative position supporting CEO and Senior Managing Partner for multifaceted legal practice. Managed time allocation for CEO and Senior Managing Partner by meticulously coordinating meetings, appointment, and events. Utilized expertise and sound judgment in handling competing priorities. Ensured seamless travel experience for executives by arranging complex international and domestic travel arrangements and itineraries with commercial travel vendors. Reviewed, prioritized and took action upon all incoming communication for executives including, email, snail-mail, telephone calls, and internal correspondence.

- ☞ Successfully managed residential and commercial real estate development projects lifecycle from kickoff to launch, coordinated all resources and ensured project stayed within scope and timelines.
- ☞ Liaised with and formed effective relationships with CEO's clients, business partners, senior political leaders, board members and their executive assistants to facilitate business transactions with ease.
- ☞ Utilized excellent command of English grammar, spelling, and punctuation to prepare complex documents, presentations, proposals, and legal instruments.
- ☞ Managed AP/ AR, GL, and invoicing for firm, wrote checks, and opened client escrow accounts with banking facility.

Law Offices of Law Firm, LLC., *City, ST*  
Executive Legal Assistant

2003 – 2008

Contributed to the prosperity of law firm by providing direct support to CEO and Senior Land Use Attorney. Optimized executives' time by scheduling meetings and conferences, managing complex calendars, screening email, and arranging flawless travel and meeting itineraries. Managed coordination of correspondence and ensured all deadlines were met.

- ☞ Designed turnkey template to automate creation of land use applications and related correspondence, resulting in quicker turnaround time from request by 75%.
- ☞ Created innovative project status and monitoring system to efficiently track and monitor progress and timelines for more than 30 multimillion dollar ongoing real estate development projects.
- ☞ Facilitated smooth workflow by interacting with clients, architects, engineers, municipal officials and their executive assistants. Keen understanding of the roles and responsibilities of each party; utilized industry knowledge and sound judgment to schedule meetings as needed for project completion.
- ☞ Provided exemplary client services by interviewing clients, receiving retaining payments, conducting research, and discerningly handled customer issues to solve client problems.
- ☞ Excellent written English and legalese— drafted complex legal documents and prepared noticed for newspaper publication.

Company Associates, *City, ST*

1994 – 1996

Administrative/Marketing Assistant

Provided full support to President/CEO of a construction firm. Answered, screened and directed all incoming calls, managed, greeted and escorted visitors. Originated and prepared all correspondence including marketing letters, bid proposals, purchase orders, and change orders. Issued bid packages and architectural drawings to subcontractors for the construction, reconstruction, and demolition of commercial property.

- ☞ Communicated with clients, vendors, and perspective clients to answer questions that propel the project forward and assist in bringing in new business.

## EDUCATION & PROFESSIONAL DEVELOPMENT

CENTURY INSTITUTE –*City, ST*  
Associates of Business Administration

COUNTY COLLEGE – *City, ST*  
Continuing education course – English Literature

HOSPITAL, *City, ST*  
Continuing education course – Medical Terminology & Transcription

## SOFTWARE CERTIFICATIONS & TALENTS

OIC WORKFORCE DEVELOPMENT PROGRAM, *City, ST*  
MS Office 2007 Applications Certification

WordPerfect 12, Adobe, Omni Pro 12 Reader, Corel Office, World Docs, Lexus Nexis,  
Time Matters, and Time Slips