

Executive Assistant Summary

- Executive Assistant with 8+ years experience in project management, planning, and scheduling, increasing efficiency by 30%.
 - Reduced scheduling conflict by 40% through strategic planning at Prestige Worldwide.
 - Successfully managed a \$50K budget for corporate events, resulting in 15% cost savings annually at Inova Tech Solutions.
 - Active community volunteer and awarded with the 2022 Civic Engagement Award.
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Work History

Executive Assistant to the CEO Prestige Worldwide

March 2019 - Present

- Orchestrated the CEO's daily schedule, reducing scheduling conflicts by 40% through strategic planning and coordination.
- Led the organization of international retreats for 100+ staff, enhancing team cohesion and productivity.
- Implemented a new CRM system, improving client data accuracy by 25%.

Executive Assistant Inova Tech Solutions

July 2015 - February 2019

- Managed travel arrangements and itineraries for 5 senior executives, achieving a 20% reduction in travel costs.
- Coordinated over 200 external meetings, including venue sourcing, logistics, and follow-up actions.
- Streamlined office supply inventory, resulting in a yearly savings of \$5K.

Administrative Assistant Global Enterprises Ltd.

September 2013 - July 2015

- Supported a team of 10 with administrative tasks, increasing team efficiency by 15%.
 - Facilitated the transition to digital filing, saving the company over 300 hours of manual file retrieval annually.
 - Organized quarterly town hall meetings for 200+ employees, improving internal communication and engagement.
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Education

Bachelor of Business Administration Boston University

September 2009 - May 2013

Skills

Microsoft Office



Google Workspace



Project Management



CRM



Interests

- Avid marathon runner, having completed 10+ marathons worldwide
- Passionate landscape photographer
- Volunteer puppy trainer at local animal shelter