Maria Stone | Dependable Executive Assistant
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OBJECTIVE

**Seeking to work as an Executive Assistant to the CEO at Zemama Inc, bringing 6 years of experience and exceptional skills in high level administrative work, including booking, arranging travel, researching, managing communication with key stakeholders, and staff recruiting and training, to enhance the CEO’s operations.**

CORE COMPETENCIES

* Profound knowledge of all executive assistant's responsibilities
* Resourceful in performing general and academic research, as well as making inquiries
* Excellent in pressure management
* Great human relation and communication skills
* Great skills in applying and using computers and in preparing necessary documents
* Profound ability in writing, editing and proofreading press releases
* Ability to organize and setup conference calls, staff and management meetings, as well as the ability to call for urgent meetings when the need arises
* Exceptional ability to setup and make traveling arrangements for chief executives
* Exceptional ability in database development and maintenance
* Exceptional ability to plan, set-up and schedule calendars, and organize executive libraries.

PROFESSIONAL EXPERIENCE

**Administrative Manager | Segkof INC. Atlanta | Aug. 2023 – Present**

* Monitor the human relation of the secretaries and the level of performance and ability of each staff in the department, raising productivity by 15%
* Coordinate research alongside the secretaries
* Keep the calendar of the chief executive and regulate his plan for movement based on priority
* Conduct, write correspondence and company report and prepare presentation and agenda for the office meeting
* Train new company recruited staff and orientate them on the policy of the company and coordinate their research
* Ensure proper company outlook and act as the liaison officer, and create easy communication medium among the staff
* Handle and manage the company's database, network all offices to foster easy communication through a chat window and ensure the maximum free flow of information round the office
* Accompany counsel to depositions to assist with relevant documents when needed and to also have a knowledge of what to look for should the case end in court
* Take record of all meetings done in the firm for easy access when it is needed
* Ensure great administrative assistance is given to the executive officer, make necessary arrangement for business trip
* Coordinate logistics; manage finance, communication and policy compliance and resolution of problem.

**Administrative Assistant | Cityville High School, Atlanta | May2021- June 2023**

* Performed duties of a receptionist for School’s front office, attending to more than 20 visitors a day
* Ensured documents, data files, forms, correspondence, and other materials are effectively maintained, reducing incidence of missing documents by 30%
* Adhered to standard procedures in scanning information to departmental records
* Ensured prompt and professional answering of telephone calls or route them to the right staff, handling an average of 50 calls per day
* Provided accurate answers to questions on routine matters to students, parents, and other stakeholders
* Carried out routine typing and clerical duties
* Ensured the work area is clean and organized and effectively maintained
* Ensured the correct information are applied in completing forms, memos, notices, and other letters, reducing errors by 15%
* Worked in accordance with School’s established systems in processing and sorting routine documents, including incoming and outgoing mail
* Effectively operated office equipment, such as copying machines and personal computers, reducing downtime by 20%
* Provided clerical assistance for the office of the supervisor, relieving them of office details
* Provided proper direction and assistance to visitors with both offline and online application process, improving customer experience by 12%.

EDUCATION AND CONTINUING PROFESSIONAL TRAINING

* Masters in Resource Management, XYZ University, California | Sep. 2020
* Bachelor’s Degree in Office Management, XYZ University, California | Sep. 2018
* Certification in Project and Database Management and Networking, XYX Computer Institute, California, 2016
* Certification, Word Processing, Graphics Development and Design, XYZ Training Center, California, 2016
* Certification, Human Relation and Development Agent, 2016.