
HIGH LEVEL EXECUTIVE ASSISTANT RESUME

Objective:

To obtain a High Level Executive Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Ability to review incoming correspondence
- Ability to screen all incoming telephone, mail, and e-mail
- Proficient in MS Office Word, Excel, and PowerPoint
- Ability to prioritize, multi-task and work in a fast-paced environment
- Ability to work independently with little supervision
- Excellent communication skills, both in written and verbal

Work Experience:

High Level Executive Assistant
AppleOne, Boxboro, MA
August 2005 to till date

- Interacted in a professional manner with executives internally and externally.
- Managed all other administrative functions including expense processing, etc.
- Assisted with the maintenance of sales and customer databases.
- Analyzed and developed project reporting for managers.

High Level Executive Assistant
Stivers Staffing Services, Inc., Boxboro, MA
May 2000 to July 2005

- Supported information flow and project/task management.
- Managed all aspects of the EVPs calendar.
- Coordinated team meetings & large scale event plans and logistics.
- Managed all the scheduling and coordinate meetings, facilities and meeting rooms.
- Created, augmented, updated, and circulated (as directed) reports, presentations, worksheets.

Education:

Bachelor's Degree in Business Administration
Duke University, Durham, NC

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