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# HIGH LEVEL EXECUTIVE ASSISTANT RESUME

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## 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.

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## 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
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## 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.
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## Education:

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

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