Joaquin Smith

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Profile

Enthusiastic executive assistant with 7 years of experience in providing consistent support to C-suite professionals and other corporate leaders. Expertise in scheduling, event planning and general office management. Ready to support corporate growth and development through hands-on assistance for key executives.

Professional Experience

Executive Assistant to the CEO, Aloricorp, Plantation, FL
January 2016 - Present

- Support the CEO of a multinational organization on a day-to-day basis, including answering phones, sending and receiving mail, scheduling meetings and attending to all other needs
- Oversee C-suite calendars for all executives as well as managing conference room availability
- Draft, review and distribute corporate communications from the CEO specifically and the company at large
- Coordinate corporate events, including arranging for catering, renting out spaces, negotiating payment and scheduling

Event Planning Assistant, Windesk Inc., Hollywood, FL
January 2013 - December 2016

- Served as the point person for organizing all corporate events, communicating upcoming conferences and social gatherings with all team members
- Worked with other event management staff to plan events of all kinds from start to finish, including conferences, trainings, seminars, parties and off-sites
- Assisted in event budget planning, working to find venues, decor, support services and food that fall in line with spending expectations
- Managed guest lists to determine proper food and drink orders as well as adequate space needs
- Coordinated with event staff at venues to ensure all events follow predetermined schedules

Education

Associate of Science, Business Administration, Broward College, Fort Lauderdale, FL
August 2007 to May 2009

Key Skills
- Event planning
- Vendor coordination
- Excellent customer service
- Expert written and verbal communication skills
- Organization
- Inventory management
- Microsoft Office