

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

Joaquin Smith

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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.

Key Skills

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