

JACK SMITH

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Anywhere, USA
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(123) 456-7890

EDUCATION

Bachelor of Arts, History

The College of Wooster,
Wooster, OH
September 2007 - May 2011

KEY SKILLS

- Strong verbal and written communication
- Customer service skills
- Attention to detail
- Scheduling
- Inventory management
- Vendor coordination
- Planning
- Organizing

Passionate and talented administrative professional with over a decade of practice in promoting company objectives. Experience in supporting teams as well as C-suite executives. Expertise includes corporate event planning, scheduling, administrative tasks, travel coordination and other office management tasks.

PROFESSIONAL EXPERIENCE

Executive Assistant

APQ Media Inc, Kent, OH | June 2014 - Present

- Serve as a dedicated resource for the CFO, providing day-to-day assistance including answering phones, booking appointments, communicating with SVPs and EVPs and ordering lunch
- Write and send corporate communications on behalf of the CFO, including team-level distributions and company-wide memos
- Prepare for events, including preparations for SEC filings and earnings calls as well as training sessions and town halls
- Assist in any other manner requested, such as one-off research projects, mailings and package delivery and presentation organization

Administrative Assistant

Auto Repair Shop, Mansfield, OH | July 2009 - April 2014

- Served as company receptionist, greeting visitors, answering phones, providing directions and contacting team members about visitors and deliveries
- Acted as the primary point of contact for visitors as well as employees with administrative support queries
- Oversaw office supply inventory, including assessing use, price comparison and ordering
- Coordinated with supply and repair vendors to manage office needs, such as equipment repair and furniture requisition