

Tyreece Rivers
(123)-456-7890
t.rivers@email.com
123 Main Road, San Francisco, CA, 12345

Profile

Experienced and dedicated professional adept at planning and streamlining administrative tasks to achieve company targets. Excellent organizational skills and attention to detail when working to tight deadlines. Clear communicator with the ability to work independently and in collaboration with colleagues. Highly skilled in Microsoft Office Suite and managing calendars and events.

Professional Experience

Executive Assistant, Burke + Co, San Francisco, CA

March 2016-Present

- Efficiently support the Head of Investor Relations with operational and administrative tasks
- Work independently on own initiative to challenging timeframes
- Handle sensitive client data in line with data protection guidelines
- Schedule meetings and manage travel bookings and itineraries

Administrative Assistant, Felton Institute, San Francisco, CA

July 2013- March 2016

- Communicated clearly and professionally with service users, colleagues, and vendors in person and via email and telephone
- Placed orders to vendors and processed invoices efficiently and accurately
- Answered and redirected phone calls and carried out service user and management requests as required
- Checked invoice records regularly for accuracy and completeness

Education

Master of Science in Research Education

LOUISIANA INSTITUTE OF SCIENTIFIC RESEARCH New Orleans, LA August 2008 to March 2012

Key Skills

- Able to manage organizational processes to minimize errors and increase accuracy
- Excellent time management and ability to work to tight deadlines
- Strong teamwork skills
- Record maintenance and report generation
- Detailed knowledge of IT programs, including Microsoft Office Suite
- Thorough understanding of data protection practices
- Experienced in diary management and organizing events