

**Dakota Watson**  
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123 Angel Fire Street, Green Bay, WI 12345

### Professional Profile

Dedicated personal assistant with over seven years experience who holds a real estate license and a Certified Administrative Professional designation. Successfully managed three executives calendars at Jack Watson Real Estate.

### Professional Experience

#### **Personal Assistant, Beau Turner, Coldwell Banker (Regional Top Sales Performers), Green Bay, WI**

*March 2019 – Present*

- Educate clients on basic real estate
- Complete bookkeeping tasks for the broker
- Assist with contract drafting and property tours
- Walk employer's English bulldog and border collie three times a week
- Monitor executive emails and screen calls

#### **Jack Watkins Real Estate, Madison, WI**

*July 2013 – August 2015*

- Printed delivery of marketing materials
- Prepared market analysis to help determine property values
- Managed schedules of three firm executives
- Arranged travel for agents to company holdings
- Ran personal errands for two executives, such as dry cleaning and grocery shopping

### Education

#### **Bachelor of Business Administration**

*MINNESOTA STATE UNIVERSITY, Mankato, MN May 2013*

### Key Skills

- Travel management
- Confidentiality
- Microsoft Office Suite
- Managing executive schedules
- Meal prep

### Certifications

- Certified Administrative Professional by International Association of Administrative Professionals, 2018
- Licensed Real Estate Agent, 2014