

# Taylor Scott

135 Vino Street, Palo Alto, CA 12345  
taylorscott@example.com  
(123) 456-7890

Veteran personal and executive assistant with over 10 years experience supporting entrepreneurs and C-suite executives. Bilingual in Spanish and English and can carry on brief conversations in French. Support stress reduction in the workplace by maintaining a Mindfulness Instruction Certification.

## Education

Bachelor of Arts in Psychology  
Sierra Nevada University,  
Incline Village, NV  
May 2006

## Key Skills/Knowledge Areas

- Answering calls and emails
- Bilingual in Spanish and English
- Attention to detail
- Calendar management
- Proofreading
- Experience with plants/greenhouses

## Certifications

- Certified Administrative Professional, International Association of Administrative Professionals, 2019
- Certified Mindfulness Instructor, 2017

## Professional Experience

### Personal/Executive Assistant

Enrique Lores (CEO Hewlett Packard, Inc.), Palo Alto, CA | May 2018 – Present

- Manage CEO's professional and personal calendar
- Coordinate global travel for executives and corporate groups
- Develop social media content for executive and monitor all his online accounts
- Proofread any customer-facing material and any internal documents signed by executive
- Pick up dry cleaning weekly and supervise housekeeping employees
- Reduced executive team stress levels through the implementation of brief daily meditations

### Personal/Executive Assistant

Postmates Executive Team, San Francisco, CA | July 2014 – April 2018

- Drafted internal and external correspondence on behalf of the executive team
- Supervised seasonal office decoration and aided executive team members in decorating homes for investor parties
- Oversaw executive team schedules and company payroll
- Served as point of contact for customer inquiries and complaints

### Personal Assistant

Dean E. Lucas, Zion Financial Analytics, Glendale, CA | October 2010 – June 2014

- Prepared agendas, attended meetings, and transcribed correspondence
- Planned and executed events on behalf of the CEO
- Acted as office manager and maintained supply inventory
- Completed both business and personal online purchases for Zion
- Served as liaison between executive and the public