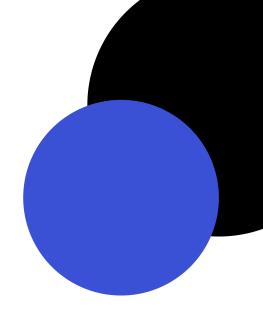
# NAME

## **Executive Assistant**



## **PROFESSIONAL PROFILE**

Skilled Executive Assistant with more than 10 years experience coordinating, planning, and supporting daily operational and administrative functions.

## **CONTACT DETAILS**

- Home: 123-456-7890
- Mobile: 123-456-7890
- hello@reallygreatsite.com
- www.reallygreatsite.com
- 123 Anywhere Street, Any City, State, Country 12345

#### **WORK EXPERIENCE**

#### **Executive Assistant**

ABC San Dias (Jan. 2014 - Present)

- · Worked part-time as an accountant
- · performed pre-vaacte inspections

#### **Executive Assistant**

DEF San Dias (June 2009 - Jan. 2014)

- Supported firm's senior partne

  Handled bank deposits are other accounting documents.

  Planned at Tage deated PR initiatives, business events, and more.

## **QUALIFICATIONS**

Time management Task management Accountancy Proficiency

review from Note page 1 of

## Communication Prof

Monitoring the daily reports

#### PREVIOUS EDUCATION

# **Golden Oak University**

AAS in Business Management, Class of 2009

- Secretary for Golden Oak University's Student Marketing Organization
- Member and Contributor for The Oakley News
- Member of the Writing Society

#### San Dias High School

Graduated Class of 2005 Valedictorian

- Secretary, Entrepreneurship Club
- Secretary, Student Council
- Member, Culture Club
- Member, Spanish Club
- Member, Foreign Exchange Student Society

## **SKILLS AND ABILITIES**

- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great writing skills
- Fluent in English and Spanish