Sarah Smith

EXECUTIVE ASSISTANT

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Profile

Current graduate of Trinity College's Executive Management degree program with two years' experience working in office administration. Managed a financial planner's scheduling an appointment preparation as a permanent office assistant while completing studies. Looking to employ my present organizational and business skillset in a C-level office.

Employment History

Executive Assistant, EST Courier Services, West Hollywood

January 2018 — March 2021

Responsible for managing all aspects of the CEO's professional schedule and personal schedule from calendar management through to concierge duties.

- Managing the CEO's calendar, which includes scheduling several daily speaking engagements and meetings.
- Coordinating international business trips through flight bookings, hotels and arranging compulsory meetings, often with senior government/ corporate representatives.
- Responding quickly to CEO's requests for information, liaising with other internal teams to compile necessary info.
- Preparing meeting brief packages daily.
- Individually organizing the annual board meeting for four successive years, including finding available times for participation of the entire board, arranging venue logistics, and booking board members' travel.

Executive Assistant, Amrat Office Automation, South Boston

January 2015 — December 2017

Primary responsibility is administrative and scheduling support for the Senior Director and Assistant Director of a large marketing division consisting of 250 employees

- Arranged visas, personal and professional travel schedules, and accommodation on behalf of the manager.
- Intermittently accompanied the manager on international assignments, took notes or dictation at meetings, and provided usual assistance during presentations.
- Screen inquiries, calls, and requests and dealing with them correctly.
- Meet and greet visitors to the manager's office

Education

Bachelor of Business Administration, University of Milan, Milan

January 2019 — March 2021

- Relevant Courses: Business Communication Strategies, Advanced Microsoft Office, Information and Workflow Management

Details

1515 Pacific Ave
Los Angeles, CA 90291
United States
3868683442
email@email.com

Driving license
Full

Place of birth
San Antonio

Links

Resume Viking

Resume.io

Skills

- Effective Time Management
- Scheduling
- Correspondence
- Office Stationary
- Team Building Events

Languages

- English
- German

Hobbies

Netball, Triathlons, Cycling

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- President of Events for the International Business Students Association.

Accomplishments

- *Set up a call recording system with a transcribing function that tracks and records all telephonic conversations and emails transcription notes automatically to all applicable parties within 12 hours, improving communication between the CEO and international managers.*
- *·mproved office correspondence response rate efficiency by 48% by utilizing AI to filter the FAQs for information and giving automated response letters to senders.*
- *Saved every executive an average of 13 hours weekly, which translates to £25,000 a week at current salaries.*
- *Enhanced communication between executives/ customers. Initiated a call recording system that saved £1.3 million annually from misunderstandings.*

Courses

Certified Office Assistant, International Association of Administrative Professionals (IAAP), WA.

March 2021 — March 2021

Certified Virtual Assistant (CVA), The International Virtual Assistants Association, Online.

January 2020 — December 2020