|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Brendan SmitH**  executive assistant  **SUMMARY / OBJECTIVES / PROFILE**   |  | | --- | | Professional, a proficient Executive Assistant with 8+ years of experience to the CEO of Multivex Corporation. Exceptional project management, communication, and organization skills and has a PMP (Project Management Professional) Certification. |   **Work EXPERIENCE**   |  | | --- | | **executive assistant, absa financial services** | | Scottsdale, Arizona — 2012-2015 | | **Responsibilities**: | | * 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. | | **Accomplishments:** | | * Improved office correspondence response rate efficiency by 48% by utilizing AI to filter the FAQs for information and giving automated response letters to senders. | |  |  |  | | --- | | **executive assistant, liberty life** | | Phoenix, Arizona — 2011-2013 | |  | | **Responsibilities:**   * 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 officecompany | | **Achievements:** | | * Enhanced communication between executives/ customers. Initiated a call recording system that saved £1.3 million annually from misunderstandings.Sale |   **EDUCATION**   |  | | --- | | **Bachelor of corporate administration** | | University of Arizona — 2010-2014 | |  | | Economics, Accounting, Statistics, Business Management |  |  | | --- | | **Bachelor of arts** | | University of California — 2006-2010 | |  | | |  | | --- | | **Personal details** | |  | | 4594 – Fleming Way. | | Flagstaff, AZ 23831 | |  | | T (123) 456 7899 | | M 000 000 000 | |  | | [email@email.com](https://resume.io/resume-templates/?id=cpdokyF1) |  |  | | --- | | **Professional Skills** | |  | | Proficient with:  Social Media  Pipedrive  Slack | |  | |  | | Experienced Executive Assistant:  Shorthand, Events, Schedules, Bookings, Correspondence, Stationary, Reports |  |  | | --- | | **Languages** | |  | | English | | Native language | |  | | French | | Advanced: speaking, reading  Intermediate: writing | |  | | Spanish | | Intermediate: speaking, reading  Basic: writing |  |  | | --- | | **References** | |  | | Roger Lewis | | T 000 000 0000 | | [email@email.com](https://resume.io/resume-templates/?id=cpdokyF1) | |  | | James Moody | | T 000 000 0000 | | [email@email.com](https://resume.io/resume-templates/?id=cpdokyF1) | |