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| **Brendan SmitH**executive assistant**SUMMARY / OBJECTIVES / PROFILE**

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| 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**

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| **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.
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| **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.
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| **executive assistant, liberty life** |
| Phoenix, Arizona — 2011-2013 |
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| **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
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**EDUCATION**

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| **Bachelor of corporate administration** |
| University of Arizona — 2010-2014 |
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| Economics, Accounting, Statistics, Business Management |

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| **Bachelor of arts** |
| University of California — 2006-2010 |
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| **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) |

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| **Professional Skills** |
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| Proficient with:Social MediaPipedriveSlack |
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| Experienced Executive Assistant:Shorthand, Events, Schedules, Bookings, Correspondence, Stationary, Reports |

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| **Languages** |
|  |
| English |
| Native language |
|  |
| French |
| Advanced: speaking, readingIntermediate: writing |
|  |
| Spanish |
| Intermediate: speaking, readingBasic: writing |

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| **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) |

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