

S ◇ B

SABRA BIEBER

Executive Administrative Assistant



+1 545 245 2452



sabra-bieber@email.com



Seattle, WA, United States

Education

University of Washington

2015 - 2019

United States, Seattle, WA

Skills

Calendar Management

Multi-tasking

Project Management

Microsoft Office Suite

Event Planning

Scheduling

Data Entry

Languages

French (fluent) German (advanced)

Hobbies

- Drawing
- Photography

Professional summary

Highly skilled executive administrative assistant with over 4 years of experience supporting C-level executives in fast-paced corporate environments. Proven ability to manage complex calendars, coordinate travel arrangements, and facilitate seamless communication between executive leadership and internal/external stakeholders.

Experience

TechSolutions Inc.

March 2022 - Now

United States, Seattle, WA

Executive Administrative Assistant

- Provide comprehensive administrative support to the CEO, managing calendars, scheduling appointments, and coordinating travel arrangements.
- Prepare and edit correspondence, presentations, and reports for executive team meetings.
- Act as a liaison between the CEO and internal/external stakeholders.
- Manage expense reports, purchase orders, and invoices, maintaining accurate records and tracking expenses.
- Coordinate logistics for company events, including meetings, conferences, and corporate retreats.

Global Dynamics

October 2019 - February 2022

United States, Seattle, WA

Administrative Assistant

- Supported a team of department managers by managing calendars, scheduling meetings, and organizing office events.
- Assisted in the preparation of documents, presentations, and reports, ensuring accuracy and adherence to company standards.
- Managed office supplies inventory, placing orders as needed and maintaining cost-effective supply levels.