



Linda Spencer

Executive Administrative Assistant

CONTACT

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United States, New York, NY

EDUCATION

2013 - 2017

Bachelor of Arts in Business Administration

University of New York, City College, United States

Certified Administrative Professional (CAP)

International Association of Administrative Professionals, Certification Date: June 2022

PROFESSIONAL SUMMARY

Highly organized Executive Administrative Assistant with over 8 years of experience supporting C-level executives. Proficient in managing schedules, organizing meetings, and facilitating communication across departments to drive productivity.

EXPERIENCE

Executive Administrative Assistant 2018 - Now
Google, United States, New York, NY

- Manage complex calendars and coordinate high-level meetings for the CEO and senior executives.
- Prepare detailed meeting agendas, take minutes, and follow up on action items.
- Serve as a liaison between executives and internal/external stakeholders to ensure effective communication.
- Develop and maintain filing systems, both digital and paper, to enhance information retrieval.

Administrative Assistant 2016 - 2018
Deloitte, United States, New York, NY

- Assisted with daily office operations, including managing correspondence, scheduling appointments, and organizing travel itineraries.
- Implemented a new electronic filing system that improved document retrieval time by 30%.
- Coordinated office events and meetings, including catering and logistics.

SKILLS

Calendar management and scheduling ★★★★★

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) ★★★★★

Excellent communication and interpersonal skills ★★★★★

Strong problem-solving and organizational abilities ★★★★★

Experience with project management tools (Asana, Trello) ★★★★★