



Candice Monson

EXECUTIVE ASSISTANT

+1 234 567 89 10

candicemonson@mail.com

Dayton, OH

SKILLS

Microsoft Office Suite	Expert
Scheduling	Expert
Calendar Management	Expert
Communication	Expert
Organizational Skills	Expert
Time Management	Expert
Multi-tasking	Expert
Data Entry	Expert
Document Preparation	Expert
Project Management	Expert
Budgeting	Expert

LANGUAGES

- Dutch (Advanced)

PROFESSIONAL SUMMARY

Results-oriented Executive Assistant with 5+ years of managing office operations. Proven track record of efficiently coordinating executive schedules, travel, and meetings. Adept at handling confidential information and ensuring seamless communication within the organization.

EXPERIENCE

2022 - Now

Executive Assistant

Global Innovations Inc. / Dayton, OH

- Provide high-level administrative support to the CEO, managing calendars, scheduling meetings, and coordinating travel arrangements.
- Prepare and edit correspondence, reports, and presentations for executive team meetings.
- Act as the primary point of contact between the CEO and internal/external stakeholders, demonstrating strong communication and interpersonal skills.
- Conduct research and compile data to prepare reports and documents for executive review.

2019 - 2022

Administrative Assistant

Tech Solutions Ltd. / Dayton, OH

- Assisted in the day-to-day operations of the office, including answering phones, managing calendars, and coordinating meetings.
- Drafted and edited internal and external communications, including emails, memos, and reports.
- Coordinated office events and ensured smooth office operations by managing supplies, equipment, and vendor relationships.
- Supported various departments with administrative tasks, fostering cross-functional collaboration.

EDUCATION

2015 - 2019

Bachelor of Arts in Business Administration

Ohio State University / United States, Columbus, OH

COURSES

2022

Business Communication Strategies

Corporate Education Center