Martin Schwartz

*EXECUTIVE ASSISTANT*

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SUMMARY

Hard-working and motivated Executive Assistant with 5+ years of experience and strong ability to multitask and manage complex and frequently fluctuating schedules and calendars looking for a company to provide administrative and business support

SKILLS

* Accounting/bookkeeping
* Keep records
* Strategic Planning
* Calendar management
* Time Management
* Event planning
* Arrange travel plans
* Troubleshooting
* Managing difficult conversations
* Friendliness
* Dealing with difficult situations
* Empathy

EDUCATION

Priadlem University

*BACHELOR OF SCIENCE IN MARKETING, 2011-2015*

WORK EXPERIENCE

Executive Assistant

*MONLAY GROUP OF COMPANIES, 2017-2019*

* Organized and filed documentation for business and personal matters
* Handled confidential information with a high degree of trust and professionalism
* Provided organizational and clerical support for Executive meetings, events, retreats
* Helped with maintaining inventory and office supplies
* Answered and managed incoming calls

Executive Assistant

*POIGNETCOT SYSTEMS, INC., 2015-2017*

* Arranged travel, including flight, hotel and ground transportation bookings
* Assisted in the planning and execution of various business and personal events
* Opening, sorting, and distributing correspondence, including email, faxes, and mail
* Extensive calendar management, including scheduling internal and external meetings, sometimes across multiple time zones & locations
* Assisted in editing/refining confidential documents

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