



# Martin Schwartz

## EXECUTIVE ASSISTANT

### SUMMARY

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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

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- 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

### GET IN TOUCH

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Mobile: 123-456-7890

Email: [hello@reumesbot.com](mailto:hello@reumesbot.com)

LinkedIn: [@reumesbot](#)

Address: 123 Anywhere Street, Any City, State, Country 12345

### WORK HISTORY

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#### **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

### EDUCATION

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#### **Priadlem University**

*BACHELOR OF SCIENCE IN MARKETING, 2011-2015*