



CHARLOTTE HARRIS

Senior Executive Assistant To CEO

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Networking Skills



Financial Acumen



Market Research



Stakeholder Engagement



Calendar Management



Sales Support



INTERESTS

📖 Birdwatching 🏠 Traveling

📅 Sports Coaching 🏆 Knitting

STRENGTHS

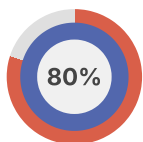
🔧 Pragmatism

🍃 Sensitivity

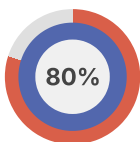
❤ Sincerity

⚓ Stability

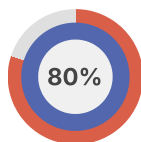
LANGUAGES



English



French



Italian

ACHIEVEMENTS

★ Implemented a new scheduling system that improved meeting efficiency by 30%.

★ Facilitated a successful corporate retreat that enhanced team cohesion and strategic planning.

PROFESSIONAL SUMMARY

Results-oriented Senior Executive Assistant with a decade of experience supporting C-suite executives. Expert in managing complex calendars, coordinating high-stakes meetings, and facilitating effective communication. Proven efficiency in project management and operational processes, dedicated to aligning with the CEO's strategic vision and enhancing overall organizational performance.

WORK EXPERIENCE

Senior Executive Assistant To CEO

📅 Apr / 2019-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Managed complex schedules for the CEO and senior executives, ensuring optimal time allocation for meetings and projects.
2. Coordinated high-level meetings and events, enhancing interdepartmental collaboration and communication.
3. Served as a primary liaison between the CEO and internal/external stakeholders, facilitating effective communication.
4. Streamlined office processes, resulting in a 20% increase in operational efficiency.
5. Assisted in the preparation of executive presentations and reports, contributing to strategic decision-making.
6. Oversaw travel arrangements and itineraries, ensuring cost-effective and efficient travel plans.
7. Maintained confidentiality and handled sensitive information with discretion and professionalism.

Assistant To CEO

📅 Apr / 2015-Apr / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Supervised administrative staff and managed office operations to ensure a productive work environment.
2. Assisted in the preparation of legal and corporate documents for board meetings and compliance.
3. Maintained all executive calendars, scheduling appointments and coordinating logistics for meetings.
4. Managed vendor relationships and negotiated contracts to optimize office supply costs.
5. Developed training materials for onboarding new staff, enhancing productivity and integration.
6. Led initiatives to improve office workflow, significantly reducing turnaround times on key projects.

EDUCATION

Bachelor of Arts in Business Administration

📅 Apr / 2012-Apr / 2015

University of Florida

📍 Denver, CO

Focused on organizational management and communication strategies.