

# ROBERT SMITH

## Jr. Executive Administrative Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Provides administrative support for executives at the Chair, Dean, or Vice President level and above.

### CORE COMPETENCIES

MS Office, Radiation Monitoring, Negotiations, Inventory Management.

### PROFESSIONAL EXPERIENCE

#### Jr. Executive Administrative Coordinator

Johnson & Johnson Vision Care, Inc - 2012 – 2020

##### Key Deliverables:

- Assists senior leaders including Vice President Worldwide Human Resources.
- Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings.
- Assists with preparation of presentation materials.
- Performs word processing functions, including technical documents that include charts, graphs, tables, and spreadsheets.
- Proofreads and completes first edit of all documents produced.
- Prioritizes and manages multiple projects simultaneously, and follow through on issues in a timely manner.
- Arranges all travel logistics, both company related as well as travel associated with other activities and demands.

#### Executive Administrative Coordinator

Delta Corporation - –

##### Key Deliverables:

- Served as Executive Assistant to the CEO and Founder Directed all administrative and project support efforts by researching and reviewing files to.
- Oversaw the daily duties of the staff, ensured the efficient organization and completion of administrative support work.
- Freddie Mac provides liquidity, stability and affordability to the U.S.
- housing market primarily by providing credit guarantee for residential mortgages originated by mortgage lenders and investing in mortgage loans and.
- Provide direct administrative coordination for the Business Information Officer and Directors supporting the Multifamily Delivery Services and.
- Provided administrative support to senior leadership team Served as interface/liaison between site leadership team, site employees and corporate team.
- Administrative Assistant to Vice President - Supply, Corporate Services and Materials Administrative support to direct reports to Vice President Back-.

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### EDUCATION

- Diploma in General College Prep - (Douglas S. Freeman High School - Richmond, VA)