



AMELIA MOORE

Executive Administrative Assistant II

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Client Relations



Adaptability



Strategic Planning



Team Collaboration



Vendor Management



Negotiation Skills



INTERESTS

📖 Birdwatching 🏠 Traveling

🏋️ Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

📌 Stability

LANGUAGES



English



Dutch



Polish

ACHIEVEMENTS

★ Successfully organized over 50 corporate events, enhancing team collaboration and communication.

★ Implemented a new filing system that increased document retrieval efficiency by 30%.

PROFESSIONAL SUMMARY

Accomplished Executive Administrative Assistant with a decade of experience providing strategic support to senior executives. Adept at streamlining operations, managing intricate schedules, and coordinating extensive travel arrangements. Committed to fostering effective communication and enhancing productivity in high-pressure environments.

WORK EXPERIENCE

Executive Administrative Assistant II

📅 Apr / 2019-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Utilized strong organizational skills to manage complex schedules and prioritize executive appointments effectively.
2. Coordinated international travel arrangements, ensuring compliance with corporate policies and budget constraints.
3. Prepared and processed legal documents, ensuring accuracy and confidentiality.
4. Enhanced team productivity by facilitating effective communication and collaboration across departments.
5. Managed correspondence, ensuring timely responses to stakeholders and clients.
6. Executed special projects to improve administrative processes and operational efficiency.
7. Recognized for proactive problem-solving and ability to exceed performance expectations.

Administrative Support

📅 Apr / 2015-Apr / 2019

Crescent Moon Design

📍 Portland, OR

1. Applied advanced communication skills to support data processing and customer service initiatives.
2. Oversaw document management, including external correspondence and report generation.
3. Handled confidential information with discretion, providing support to senior management as needed.
4. Embraced new responsibilities with a positive, team-oriented attitude, contributing to a collaborative work environment.
5. Completed administrative tasks efficiently, exercising independent judgment.
6. Maintained accurate records and databases, ensuring quick access to reliable information for decision-making.

EDUCATION

Bachelor of Arts in Business Administration

📅 Apr / 2012-Apr / 2015

University of California

📍 Chicago, IL

Focused on organizational management and administrative operations.