

# ROBERT SMITH

## Executive Assistant to COO

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

### SUMMARY

To secure an Executive Assistant to COO position with a well-established organization that will enable me to utilize my educational background and showcase my strengths in areas such as organization, business management and attention to detail along with my ability to support clients with excellent customer service.

### CORE COMPETENCIES

PowerPoint, Outlook, Visio, Sharepoint, Project Coordination, Executive Assistant, Travel Arrangements.

### PROFESSIONAL EXPERIENCE

#### Executive Assistant to COO

**ABC Corporation - October 2003 – April 2008**

##### Key Deliverables:

- Promoted to Administrative Assistant to COO.
- Provided high-level administrative support to the Chief Operations Officer of Indiana University Hospital, and the Administrative Director of Cancer Services.
- Performed a variety of key administrative functions including the coordination of calendars, scheduling meetings, communicating with committees, and maintaining files and records.
- Collaborated with COO to release CBRs for the appropriate committees, at the appropriate time.
- Tracked IUH and contingency capital budgets.
- Prepared meeting agendas, coordinated and compiled meeting materials, recorded and distributed minutes, and carefully monitored all action items for two executive committees, several Cancer Center committees, and several IUH director/manager level committees.
- Prepared and finalized major presentations, business documents, spreadsheets and graphs.

#### Executive Assistant to COO

**Delta Corporation - 2002 – 2003**

##### Key Deliverables:

- Supported the COO and immediate staff by managing calendars, coordinating Board and Investor Meetings and domestic travel.
- Collected and prepared highly confidential material involving high-level contacts including board meeting, agenda creation, meeting minutes and .
- Exposed to critical business information necessitating considerable use of tact, diplomacy, discretion and judgment.
- Complete calendar management, domestic and international travel arrangements to include flights, hotels, ground transportation, meeting logistics, .

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- Compiled/tracked documents and presentations for business reports, reviewed, edited department reports, and processed for approval Prepared travel .
- Maintained high level of confidentiality Processed escalated customer complaint letters received by C-Suite to customer service to assist the .
- New Orleans, LA (1998-2006) Produced daily census reports, prepared monthly check requests, handed accounts payable, maintained database records, and .

### EDUCATION

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- Associates In Paralegal Studies