

ROBERT SMITH

Executive Assistant to COO

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SUMMARY

As an Executive Assistant to COO, responsible for Processing capital budget requests, multi-purpose requests, vendor payment requests, travel expense reports, and employee time reporting entries, Compiling, formatting into .html and uploaded onto Intranet the company Construction Training Program.

SKILLS

Powerpoint, Management, Word, B.

WORK EXPERIENCE

Executive Assistant to COO

Cleveland Metropolitan School District - January 2009 – 2021

- Provided targeted and timely administrative support for the COO including scheduling, telephone management, record-keeping, and meeting coordination.
- Set up conferences/workshops, travel, budget, and payroll.
- Represented the COO and Deputy Chief at meetings, relay messages, respond to requests for information, and provide information or direct callers/visitors to appropriate individuals.
- Provided assistance on special projects to the COOs direct reports as necessary.
- Wrote, edited, drafted correspondence, reports, documents and/or other written materials on behalf of the COO.
- Recorded and/or transcribed minutes of meetings, hearings, and produces documents in draft or final format.
- Tracked and circulated data from a variety of sources (e.g., staffing, events, payroll, attendance, and inventory) for financial, legal and administrative purposes.

Executive Assistant to COO

Delta Corporation - 2006 – 2009

- Prepare and maintain Operational Services budget input, process, file all transactions Collect and compile year end reporting Process employee .
- Available to help all employees with questions and concerns.
- Executive admin support for COO from SK Telecom/Korea -Lead contact for associates in Seoul to bridge cultural and language gap between the American .
- nd Assistant to CEO Executed and followed through on client proposals and bids (RFP), client contracts, correspondence, and general communications .
- Manage executive appointment schedule by planning and scheduling meetings, conferences and travel Produce information by transcribing, formatting, .
- Contacting clients to book shows and tours Light accounting thru QuickBooks Creating and uploading content for social media sites Coordinating artist .

- Conserved executives time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; .

SCHOLASTICS

- MS