Robert Smith

Senior Executive Assistant to the CEO

PERSONAL STATEMENT

Executive Assistant To The CEO with 14 years of extensive experience in the Manufacturing domain supporting top-level executives. Expert in handling highly confidential matters, calendar management, meeting planning, domestic and international travel, expense reporting and working without close supervision handling multiple projects ensuring productive work flow. Intuitive Action & Deadline Oriented Microsoft Office Integrity & Trust Priority Setting Meeting Planner Decision Maker

WORK EXPERIENCE

Senior Executive Assistant to the CEO

Ach Food Companies, Inc - October 2008 – September 2017

Responsibilities:

- Provided administrative and business support to the CEO, Vice President of human resources and other members of the executive team.
- Managed calendars so that the executives schedules are followed and respected.
- Provided on-going project management support to CEO and VP human resources by proactively tracking and following up on current issues.
- Prioritized conflicting needs and making decisions for successful completion of projects/issues often with deadline pressures.
- Prepared domestic and international travel arrangements, expense reports.
- Upheld a high level of confidentiality on acquisitions, divestitures, and employee relations.
- Scheduled and managed 3-4 company-wide communication meetings and create all.

Executive Assistant To The President

Consumer Products Group - 2003 – 2008

Responsibilities:

- Managed calendars, correspondence, presentations, travel, expense reporting and reconciling.
- Coordinated the credit card accounts and coordinate on/off-site team meetings for three senior executives.
- Handled sensitive and confidential documents. This role required quick acclimation into a new industry and culture.
- Partnered with the VP hr preparing bi-annual people talent review/succession planning.
- Maintained ach database for parent companys international talent database.
- Assembled various reports according to established time schedules including information for Board portal, material for board and committee meetings.
- Assisted in the administration and maintenance of the Board Portal and other corporate databases.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Calendar Management, Travel Arrangements, Meeting Planning, Organizational, Customer Service, Concur, MS Office Suite, Trust Accounting, Executive Assistant

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

B.B.A. - 2003 (Memphis State University - Memphis, TN)

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