

RESUME SAMPLE

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EXECUTIVE ASSISTANT | CHIEF OF STAFF

MANAGING HIGH-LEVEL PROJECTS & PRIORITIES FOR SENIOR EXECUTIVES - MEDIA, ADVERTISING COMMUNICATIONS & PR
SENIOR EXECUTIVE ASSISTANT | ANTICIPATING AND PROACTIVELY MEETING THE NEEDS OF BUSY EXECUTIVES FOR 30+ YEARS

- ☑ Adaptive, self-directed and resilient problem solver who drives adoption of new ideas, and sets new standards for excellence in an intensely competitive industry.
- ☑ Extensive calendar management, strategic planning and high-level communications and reporting for global business units and C-level executives.
- ☑ In progressively senior-level roles, led meeting design at Ketchum, and spearheaded hundreds of worldwide events for executives and stakeholders across functions and geographies.

Budgeting & Expense Reporting - Managing Customer & Supplier Relationships - Executive Presentations
Confidential Projects & Communications - Domestic & International Travel - Building Consensus
Global Meetings & Trainings - Corporate Communication & Positioning - Project Management

PROFESSIONAL HISTORY

COMPANY, INC., a subsidiary of Company

INNOVATIVE MEETING STRATEGY | FLAWLESS EXECUTION | CULTURE BUILDING & ENGAGEMENT | GLOBAL MEETING LOGISTICS

Global Public Relations & Marketing Firm with 23 Offices & 46 Worldwide Affiliates

VP, Meeting Design (YYYY - YYYY) | Director, Meeting Planning & Special Events (YYYY - YYYY)

Partnered with the Global Director of Organizational Development, and powered meeting execution for internal events across every practice area, including Partner meetings, Event, and various on/offsite programs. Aligned meeting experience to executive strategy and long-range goals, and seamlessly managed every detail through a network of high-value partners and vendors around the world.

- Established the value proposition for high-profile meetings and delivered immersive experiences.
- Cultivated relationships with DMC/venue management in the US, Canada, Caribbean and Europe.
- Managed a global meeting portfolio, with budgets ranging upwards of \$1.5M, for 30 to 120 attendees.

Project Manager (YYYY - YYYY) | Executive Assistant to Senior Partner (YYYY - YYYY)

Planned and executed meetings while providing comprehensive executive support to the Senior Partner, now CEO of Company. Negotiated and set expectations with an extensive network of production, transportation, food & beverage, transpiration, security and housing vendors.

- Devised platforms, protocols and benchmarks to assess meeting effectiveness, evaluate opportunities for improvement, and bolster consistency with corporate strategy, mission and vision.
- Performed extensive calendar management, domestic/international travel planning, and high-level project work for the Senior Partner.
- Negotiated time with internal/external executives, managed multiple competing priorities, and served as a sounding board on complex decisions.

COMPANY, INC., now part of Name of Group, City, State

EXECUTIVE BRIEFINGS | BOARD & SENIOR MANAGEMENT LIAISON | ENTERPRISE PROJECT COORDINATION

Chief of Staff to the Vice Chairman (1996 - 1998)

Managed day-to-day operations of the executive office for Company Worldwide, a newly created division of Company. Partnered with corporate communications leadership to guide messaging and tone for companywide communications, and provided approvals on behalf of the Vice Chairman.

- Worked cross-functionally with department heads across the organization to monitor progress against high-level deliverables, and reported to the Vice Chairman on roadblocks and opportunities.
- Board of Directors liaison; managed monthly meeting development, developed talking points, created all meeting materials, and ensured speaker preparation.
- Served as a trusted advisor and sounding board for complex, sensitive initiatives with enterprise impact.

COMPANY NAME, now Company, City, State

CALENDAR MANAGEMENT | WORLDWIDE TRAVEL | COMMUNICATIONS & CORRESPONDENCE | PROJECT MANAGEMENT

Executive Assistant to the CEO (Year - Year)

Performed extensive calendar management, project planning and confidential personal support for the CEO of Company, a Top 40 media and marketing corporation. Screened, prioritized and independently responded/routed correspondence.

- Prepared and edited high-level communications and presentations, both for client-facing and internal initiatives.
- Streamlined travel/meeting logistics for the CEO via creation and maintenance of detailed itineraries for extended multi-destination domestic/international business trips.
- Administered various enterprise systems including Time & Expense approvals for department heads and other personnel matters.

*EARLY CAREER INCLUDES:***COMPANY, City, State****Executive Assistant to the COO/CFO (Year - Year)**

Collaborated across business units as a senior EA on the executive floor for one of the largest marketing agencies in the world. Consistently added value to daily operations, and served as a gatekeeper and project manager for a key member of the executive team.

EDUCATION & CERTIFICATIONS

MEETING PROFESSIONALS INTERNATIONAL

Certified Meeting Planner (CMP); *Ongoing*

SCHOOL, City, State

Advanced Executive Administration Program; *Deans List***TECHNICAL PROFILE**

Microsoft Office - Word, Excel, PowerPoint, Outlook

Mac OSX - Pages, Numbers, Keynote

Social Media - LinkedIn, Twitter, Facebook, Instagram