







DANIEL CARTER

CONTACT

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KEY SKILLS

- Calendar management
- Confidential correspondence
- Event coordination
- Microsoft Office Suite
- Travel planning

CERTIFICATIONS

- Certified Administrative Professional, International Association of Administrative Professionals, January 2020

ABOUT ME

Highly organized executive administrative assistant with over six years of experience supporting senior executives. Skilled in calendar management, travel coordination, and preparing high-level presentations. Adept at maintaining confidentiality and improving administrative processes.

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant

Global Enterprises, New York, NY | January 2018 - Present

- Manage daily schedules and communications for three C-level executives, ensuring smooth operations
- Coordinate domestic and international travel arrangements, saving 20% on travel costs through vendor negotiations
- Created an executive dashboard for tracking key performance metrics, improving decision-making efficiency
- Streamlined meeting preparation processes, reducing preparation time by 30%

Administrative Assistant

Bright Solutions LLC, New York, NY | June 2015 - December 2017

- Supported office staff with scheduling, correspondence, and reporting
- Organized company events, including annual retreats and training sessions

EDUCATION

Bachelor of Arts (B.A.) in Business Administration

Columbia University, New York, NY | June 2015