




Cameron Malfara

Senior executive assistant and Certified Business Communication Professional with over a decade of experience supporting leaders in advertising and sales. Specializes in managing substantial budgets, planning corporate events, and optimizing complex travel itineraries.

CONTACT

 (123) 456-7890

 youremail@example.com

 LinkedIn | Portfolio

 Seattle, WA 12345

KEY SKILLS

- Budget management
- Discretion and confidentiality
- Event planning
- Logistics coordination
- Proactive initiative
- Salesforce

PROFESSIONAL EXPERIENCE

March 2018 - Present

Senior Executive Assistant | Vivante | Seattle, WA

- Spearhead administrative support to the SVP of sales and regional VPs
- Supervise a team of 10 executive assistants across three major cities
- Collaborate with building management to address office maintenance and improvements
- Optimize schedules and travel arrangements with a budget exceeding \$200,000 annually
- Improved data retrieval time by 30% with the implementation of the new Salesforce CRM system

June 2012 - February 2018

Executive Assistant | Amazon Web Services, | Seattle, WA

- Managed complex calendar appointments and international travel itineraries for two senior leadership positions within the sales and marketing team
- Reduced travel expenses by 20% through strategic planning and vendor negotiations
- Provided support during corporate restructuring and transitions
- Handled confidential negotiations and communications for 15 mergers and acquisitions
- Coordinated logistics for annual global sales conferences with a budget of \$250,000, successfully staying 10% under budget

EDUCATION

Bachelor of Arts, Business Administration

Seattle Central College, Seattle, WA | June 2010

CERTIFICATIONS

Certified Business Communication Professional, American Institute for Business Management, February 2020

Certified Event Planning Specialist, National Career Certification Board, March 2012