



# ALEXANDRA CARTER

## ABOUT ME

A senior executive assistant with 12 years of experience supporting C-suite executives in fast-paced corporate environments. Adept at managing complex schedules, coordinating high-profile meetings, and improving workflow processes. Recognized for enhancing executive productivity and leading administrative teams to success.

## CONTACT



(123) 456-7890



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LinkedIn | Portfolio



Los Angeles, CA

## KEY SKILLS

- Calendar and travel management
- Executive correspondence
- Event planning and logistics
- Office administration
- Budgeting and expense reports

## PROFESSIONAL EXPERIENCE

### Senior Executive Assistant

Global Tech Solutions, Los Angeles, CA | June 2017 - Present

- Manage daily operations for the CEO, overseeing scheduling, high-level meeting coordination, and international travel arrangements
- Lead and mentor a team of five administrative professionals, improving workflow efficiency and communication between executives and staff
- Implement a digital filing system, reducing document retrieval time by 40% and increasing operational efficiency

### Executive Assistant

Westbridge Financial, Los Angeles, CA | April 2013 - June 2017

- Coordinated corporate meetings and board presentations, ensuring seamless execution and timely distribution of materials
- Managed executive calendars, optimizing time allocation and improving scheduling efficiency by 30%
- Assisted in preparing financial reports, reducing turnaround time and ensuring data accuracy for high-level decision-making

## EDUCATION

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

University of California, Los Angeles | May 2013