


Daniel Carter


Executive Administrative Assistant

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.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 New York, NY 10017

KEY SKILLS

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

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

CERTIFICATIONS

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