

Laura Taylor

Military Spouse Administrative Support

Dependable military spouse with five years of experience managing household logistics and coordinating family relocations. Skilled in vendor negotiations, calendar management, and cross-cultural communication, developed through frequent base transfers.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

EDUCATION

B.A. in Business Administration
State University , City, ST
May 2015

PROFESSIONAL EXPERIENCE

STAY-AT-HOME MANAGER | SELF-EMPLOYED
JUNE 2018 – PRESENT

- Coordinated all aspects of three household moves across four states, liaising with movers and landlords
- Managed monthly household budget of \$5,000, reducing expenses by 20% through vendor renegotiation

EXECUTIVE ASSISTANT | TECHSTART LLC , REMOTE
JANUARY 2016 – MAY 2018

- Maintained executive calendars across time zones, scheduling 200+ meetings annually
- Prepared confidential briefings and travel itineraries, achieving a 98% on-time departure rate