

MICHELLE SLATER

123 Grouse lane ♦ New York ♦ 212-222-2222  
michelle.slater@xyz.com

**OBJECTIVE:** Seeking a position as a Executive Administrative Assistant in a reputed firm where I can grow & learn, as well as utilize the knowledge and expertize I have acquired.

**EXPERIENCE:**

**W.B Wells Construction Company**

*Executive Administrative Assistant*

**New York, New York**

3/3/2009 to Present

- ♦ Handled correspondence for the executive office.
- ♦ Responsible for scheduling staff meetings, conferences and board meetings.
- ♦ Handled guest relations.
- ♦ Prepared and assembled media kits for marketing and public relations departments.
- ♦ Responsible for overlooking and arranging travel arrangements for executives of the firm.
- ♦ Maintain records of all incoming and outgoing correspondence.
- ♦ Assist with the selection, training, and assignment of personnel.
- ♦ Develop and implement policies and procedures in the operation of the company.
- ♦ Assist with the administration of the budget.
- ♦ Assist in compliance with legal and regulatory requirements of the various governmental agencies.
- ♦ Plan and organize the day to day procedures to provide for efficient operation of the Company.

**McCormack & Wilson law Firm**

*Administrative Assistant*

**New York**

3/3/2007 to 3/3/2009

- ♦ Manage and maintain executives' schedules.
- ♦ Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- ♦ Manage both incoming and outgoing correspondence.
- ♦ Responsible for managing and maintaining documents, records and files.
- ♦ Manageing schedules, stay and travel for clients and guests.
- ♦ Responsible for procurement and maintaining of office supplies.
- ♦ Prepare and maintain the agendas for company meetings.

**EDUCATION:**

**Sunnydale High School**

*High School Diploma*

**New York, New York**

2002

**State University of New York**

**New York**

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*Bachelors of Arts*

2006

**LANGUAGES:**

English, French, German, Spanish

**REFERENCES:** Available upon request