

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 expertise I have acquired.

Experience

W.B Wells Construction Company New York, New York
Executive Administrative Assistant 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 New York
Administrative Assistant 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.
- Managing 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 New York, New York
High School Diploma 2002

State University of New York New York

Michelle Slater

Page 2

Bachelors of Arts

2006

Languages:

English, French, German, Spanish

References: Available upon request