

# Resume Template - Executive Assistant / Personal Assistant

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## Professional Summary

Senior Executive Assistant with 12+ years of experience supporting CEOs, boards, and high-net-worth families across corporate, private, and family office settings. Recognized for exceptional organizational ability, discretion, and high-touch service. Adept at managing complex calendars across multiple time zones, coordinating international travel, and overseeing budgets and vendor contracts. A polished and proactive professional who thrives in dynamic environments and consistently delivers seamless support.

## Skills

- Calendar and inbox management for C-Suite and Principals
- Domestic and international travel logistics (commercial and private)
- Event planning including board meetings, offsites, and retreats
- Budget management and expense reconciliation
- Vendor and contractor oversight
- Household and family office support
- Microsoft Office Suite, Google Workspace, Concur, Expensify
- AI tools for productivity
- Fluent in English and Spanish

## Professional Experience

### Senior Executive Assistant

ABC Company | Dallas, TX

May 2021 - Present

- Provide high-level administrative support to the Chairman and CEO, as well as family office operations.
- Manage complex calendar of 200+ meetings annually, balancing global priorities and protecting executive focus.
- Arrange international and private travel including jets, yachts, visas, and executive protection.
- Coordinate quarterly board meetings with 20+ participants, preparing agendas and follow-ups.
- Process expense reports and invoices with 100 percent accuracy, adhering to budgetary guidelines.

### **Executive Assistant**

EFG Company | Dallas, TX

May 2017 - May 2021

- Supported CEO and direct reports in a high-growth global brand.
- Coordinated offsite board meetings including vendor negotiations that reduced event costs by 15 percent.
- Prepared executive committee reports and presentations with accuracy and timeliness.
- Implemented streamlined travel and expense reporting, cutting processing time by 30 percent.
- Handled confidential company trademark filings with legal team.

### **Executive Administrative Assistant**

HIJ Company | The Woodlands, TX

March 2014 - May 2017

- Supported the Vice President of a Fortune 500 division, managing cross-departmental priorities.
- Coordinated executive travel across 5 regions, balancing time zones and client demands.
- Prepared monthly reports and confidential board documentation.
- Planned leadership meetings with 50+ attendees across departments.
- Liaised with external partners and candidates, ensuring polished executive experience.

### **Executive Administrative Assistant**

LMNOP Company | Irving, TX

June 2012 - March 2014

- Provided administrative support to VP of Marketing in a fast-paced consumer brand.
- Managed calendars, correspondence, and expense reporting for a team of 21 staff.
- Coordinated corporate events and vendor contracts, saving 100K annually.
- Oversaw cross-functional coordination for marketing campaigns.

### **Executive Administrative Assistant**

QR Company | Burleson, TX

April 2009 - May 2012

- Supported President and VP of midsize construction firm with administrative and HR duties.
- Managed payroll and HR for 50+ employees and accounts payable/receivable totaling 10.5M annually.
- Organized trade show participation and developed marketing materials to increase brand visibility.

- Coordinated project portfolios and maintained executive correspondence.

## **Education**

Bachelor of Fine Arts in Fashion Design

Art Institute of Dallas | 2015 - 2019

GPA: 3.7

Clubs and Organizations: Student Government Association, Annual Fashion Show Committee