

Aime Clarke

Executive Assistant • Office Manager

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Experience

ChattyResume

Executive Assistant

Auckland, New Zealand • April 2020 – Present

- Coordinated and managed daily executive schedules, ensuring seamless calendar synchronization across international time zones.
- Organized travel arrangements, meetings, and events for senior executives, supporting high-stakes business initiatives.
- Provided administrative support for strategic planning meetings, preparing detailed reports and presentations.
- Acted as a key liaison between executives and stakeholders, fostering strong relationships and ensuring timely communication.

QIPA Studios

Administrative Coordinator

Auckland, New Zealand • April 2018 – May 2020

- Streamlined office operations by introducing centralized task management, increasing team efficiency by 20%.
- Coordinated onboarding and training for new hires, creating a smooth transition process for employees.
- Oversaw inventory management, reducing supply costs by implementing vendor negotiation strategies.

Tremenday Academy

Office Assistant

Auckland, New Zealand • June 2015 – October 2018

- Provided administrative support to the executive team, maintaining schedules and managing correspondence.
- Assisted in organizing arts events, coordinating with external vendors to ensure successful execution.
- Maintained detailed records of financial transactions and office supplies, contributing to budget adherence.

Skills

• Administrative Support for Executives • Document Organization and Filing • Email and Communication • Appointment Scheduling • Vendor and Client Liaison • Calendar and Schedule Management • Meeting Coordination and Note-Taking • Task and Deadline Prioritization • Team Coordination and Collaboration • Travel and Event Planning • Event Planning and Execution • Budget Tracking and Expense Reporting

Education

North Shore University

Master of Business Communication

August 2020 - November 2022

Tremenday Academy

Bachelor of Administrative Studies

November 2018 - November 2020

QIPA Studios

Certification in Office Management

February 2015 - November 2017