

First Name Last Name

123 Road Street Bedford Hills, NY 10507

xxx-xxx-xxxx

student@hotmail.com

POSITION DESIRED: Executive Administrative Assistant

EMPLOYMENT HISTORY:

05-08 Lehman Brothers, New York, NY

Executive Administrative Assistant/Personal Assistant

- Responsible for Chief Marketing Officer’s administrative responsibilities
- Compiled activity reports
- Oversaw marketing calendars and project schedules through the use of Visio
- Created elaborate PowerPoint presentations for worldwide marketing team
- Interacted with advertising and promotional agencies
- Coordinated both personal/business travel
- Assisted with a variety of unique projects as requested

00-05 Pfizer Pharmaceuticals, New York, NY

Executive Administrative Assistant/Contractor

- Supported team of five senior level managers and one physician in the Outcomes Research Department
- Assisted in the development of team reports, grant proposals, presentations and conference/seminar material
- Composed and edited responses for routine correspondence on behalf of team and worldwide sales representatives
- Managed and updated organization charts
- Coordinated internal and external meetings as required and transcribed meeting minutes and dictation
- Facilitated domestic and international travel itineraries and reconciled expense reports along with calendar management.
- Worked closely with vendors to ensure adequate compliance with contracts and purchase orders
- Organized and expedited workflow and initiated follow-up to ensure deadlines were satisfied

97-0 Law Firm of Patrick Carle, Esq., New York, NY

Administrative Assistant

- Provided legal administrative support for attorney regarding document conversion
- Revised formatted pleadings, agreements, contracts and memorandum
- Proficient with TOC/TOA presentation output and styling/formatting documents
- Assisted in the overall presentation and management of legal documentation, within a general litigation practice

EDUCATION:

The University of the State of New York-Excelsior College, Albany, NY	1992
Bachelor of Science Degree in Sociology (Concentration: French and Spanish)	

Rockland Community College, Suffern, NY	1990
Associate of Liberal Arts	

COMPUTER SKILLS

- | | |
|-------------|-------------------|
| Access | MS Word |
| Excel | PowerPoint |
| GroupWise | Publisher |
| InfoPath | Internet Explorer |
| Lotus Notes | Visual Basic |