

CHRONOLOGICAL RESUME EXAMPLE

Executive Assistant

*Appointment Scheduling ~ Travel Arrangements ~ Meeting Coordination ~ Document Creation
Travel & Expense Forms ~ High Volume Phone Calls ~ Special Projects*

Dependable professional with over five years of experience in providing effective and comprehensive support to senior executives, including a CFO and company president. Possesses the highest degree of integrity, supported by a flawless record of maintaining confidentiality. Adaptable to changing situations with a proven ability to produce results in a fast-paced environment with critical deadlines. Outgoing and articulate communicator who feels comfortable dealing with people at all levels. Works well independently as well as collaborating in a team environment. Advanced knowledge of Microsoft Office programs.

- Superior Communication, Time Management and Organizational Skills
- Event and Meeting Management
- Accuracy and Attention to Detail
- Prioritize & Manage Multiple Projects
- Diplomatic & Uses Sound Judgement
- Executive Travel
- Document Management

Professional Experience

Company XYZ Inc.,

April 2005-Present

Executive Assistant, Marketing

- Manage the daily calendar of the EVP for internal and external meetings
- Manage phone lines of EVP: screen, determine nature/urgency of request, transcribe voicemails, delegate and follow up to ensure resolution
- Prioritize and prepare letters, presentations, agenda, meeting minutes, notes, templates, spreadsheets, expenses
- Sort and distribute all incoming mail, faxes, photocopying, etc. to the EVP and Marketing Directors
- Manage invoicing process for marketing department and ensure monthly invoices are submitted to finance
- Schedule on/off-site meetings, retail store visits, conference calls, luncheons and prepare all necessary documents, materials, equipment, catering for EVP and Directors
- Book all travel arrangements for EVP and assemble necessary briefing materials for meetings
- Coordinate and follow up on projects and reports to successfully manage tight deadlines ensuring quality and timely completion
- Organize, update, and maintain departmental files and documents (paper and electronic)
- Record and track vacation and sick days

Company ABC.

October 2004 – April 2005

Senior Administrative Assistant

- Develop and manage the President's schedule on a daily basis
- Schedule internal and external meetings and coordinate logistics for group and client events, ensuring all marketing materials are shipped in a timely fashion
- Coordinate quarterly Board of Directors Meeting (document preparation, conference call set up, catering)
- Arrange corporate travel
- Liaise with multiple law firms on a regular basis coordinating signatory fulfillment for numerous corporate and fund related documents
- Manage incoming calls and email correspondence
- Copy-edit core material
- Maintain confidential databases and research filing system
- Assist in press release preparation and dissemination
- Prepare expense reports
- Writer and copyeditor for internal company newsletter

IT Consulting Firm

May 2000 – July 2004

Executive Assistant

- Facilitate the President's agenda, conducting a full range of administrative services
- Organize internal and external meetings at the executive level, managing various resource calendars

- Manage the planning and logistics for all on-site and off-site company events, and serve as a principal liaison with vendors associated with these meetings.
- Liaise with in-house graphic design department to ensure necessary marketing collateral materials are in place for said events.
- Reduced travel costs significantly for the company by coordinating all requests, ensuring the most cost effective alternatives where chosen.
- Improved process of tracking and access of customer/vendor contracts ensuring all documents were scanned and posted to public folders (managed filing of hard copies as well)
- Implemented and solely managed Friday lunch program, negotiated catering contract, menu rotation, set-up and strike, monitor invoices.
- Managed security system, and provided support and training to employees on office policies and procedures
- Primary liaison between tenants and property management for building issues

Bank of Bocci

July 1999 – May 2000

Customer Associate

- Marketed and delivered a wide range of banking products and services
- Use of effective sales and probing techniques to grow the business and determine customers needs
- Track sales, ensure adherence to compliance issues and maintain/follow-up customer profiles

ABC Clothing Company Inc.

September 1997 – July 1999

Visual Merchandiser

- Organized and executed seasonal product knowledge seminars to store management and sales associates, as well preparing all documentation for events.
- Assisted the National Director of Merchandising with shop installations for North America.
- Merchandised and managed inventory for the Sportswear shops in the central regions.

Education

Anywhere College, Somewhere in North America

Event & Meeting Management Certificate (March 2004 - present)

Computer Training Centre, Somewhere in North America

Word, PowerPoint, Project, Visio and Excel 2000 Certificates (April 2003)

Anywhere College, Somewhere in North America

AutoCAD Fundamentals Certificate

Anywhere College, Somewhere in North America

Interior Design Certificate