

YOUR NAME

Phone Number | Email | LinkedIn | City/State

SUMMARY OF QUALIFICATIONS

Poised, professional and detail oriented **Executive Administrator** with experience working in a variety of fast paced, dynamic and ever-changing settings . Experience includes providing intuitive and comprehensive support to high-level executives. Positive and organized with impeccable written and oral communication skills. Strong interpersonal skills and the ability to work with limited or no supervision.

Brilliant at multi-tasking with the ability to comprehend business priorities in order to make decisions managing complex calendars and meeting coordination.. Proven ability to take initiative, analyze specific problems, identify the issues, and propose solutions or make a referral to the appropriate resource. Ability to handle confidential or highly sensitive material with discretion. Familiarity with basic accounting methods.

PROFESSIONAL EXPERIENCE

Executive Assistant

2018 - Present

SoftBank

Palo Alto, CA

- Completed a broad variety of administrative tasks including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas and compiling documents for travel-related meetings
- Planned, coordinated and ensured the Partners' schedules are followed and respected and acts as a "gatekeeper" for them
- Worked closely and effectively with Partners to keep them well informed of upcoming commitments and responsibilities, followed up appropriately
- Provided leadership to build relationships crucial to the success of the organization and managed a variety of special projects for Partners, some of which may have organizational impact
- Successfully completed critical aspects of deliverables with a hands-on approach that facilitate the Partners' ability to effectively lead the company
- Prioritized conflicting needs, handled matters expeditiously/ proactively, and followed-through on projects to successful completion, often with deadline pressures

Executive Assistant

2017 - 2018

Google

Mountain View, California

- Acted as the right hand of VP of gCon to manage calendar ensuring proper frequency and appropriate prioritization of meetings
- Served as a Liaison for VP, team and other departments
- Partnered with fellow Executive Assistants to make sure Executive/C-Suite schedules were aligned
- Plan domestic and international travel
- Coordinate global All Hands and events on-site as well as remotely
- Manage expense reports
- Contribute to current and future space planning

Executive Administrator

2014 - 2017

Motorola Mobility LLC.

Sunnyvale, California

- Supported Chief of Staff and SVP of Program Management as well as their teams
- Handled corporate travel and meetings both domestic and international including itineraries, accommodations and transportation
- Flawlessly maintained complex calendaring
- Coordinated events locally and globally
- Conserved Senior Managers time by understanding organization/department priorities and triaging meeting requests accordingly
- Processed expense reports in a timely manner
- Navigated multiple internal and external company sites and applications in order to review and approve items on behalf of executive

Human Resource Coordinator

2013 - 2014

Lucille Packard Children's Hospital

Gilroy, California

- Supported Department Director and three HR Generalists with daily HR operations
- Submitted expense reports
- Maintained personnel filing system to ensure compliance with state and federal laws
- Managed complex calendaring pertaining to all candidates and related interview team meetings

- Performed data audits using data in ADP by generating various reports and checking for accuracy
- Coordinated New Employee Orientation and appropriate training
- Performed a variety of HR tasks related to onboarding, compliance, data auditing, and terminations
- Processed various forms related to new-hire on-boarding, change of status, performance reviews, etc.
- Conducted reference checks and background investigations
- Owned on-boarding process
- Scribed for Safety Committee, handled emergency drills

Operations Coordinator

2005 - 2013

Performance Fabrication

San Carlos, California

- Developed marketing plan via social media presence as well as marketing materials and rewards programs
- Tracked quality control by overseeing follow up procedures
- Handled accounting via QuickBooks overseeing A/R, A/P, sales taxes, budget monitoring, monthly reconciliation of bank accounts, credit cards and credit lines
- Maintained compliance with government environmental agencies and employment development
- Handled all HR related duties including hiring, reference checks, payroll and confidential files

EDUCATION

Bachelor of Arts - Sociology

2004

Cal Poly, San Luis Obispo

San Luis Obispo, CA