



Timothy Anderson

**E X E C U T I V E A S S I S T A N T**

# P R O F I L E

Highly organized executive assistant with nearly seven years of experience providing high-level administrative support to senior government and health care professionals. Proven track record in budget management, overseeing a departmental budget of $500,000. Strong research and data verification skills, contributing to informed decision-making processes.

# P R O F E S S I O N A L E X P E R I E N C E

## EXECUTIVE ASSISTANT

State of North Carolina, Wake County, NC

February 2018 – present

 Supported the HR deputy director, managing incoming and outgoing communications, calendars, and travel arrangements

 Managed the departmental budget of $500,000, ensuring strategic resource allocation

 Maintained asset inventory and ensured compliance with procedural and operational guidelines

 Tracked work assignments for staff members, achieving a 27% increase in efficiency for the Central HR Office

 Conducted research and data verification to support decision-making processes Ensured accurate and up-to-date asset inventory, resulting in a 94% accuracy rate

## EXECUTIVE ASSISTANT

Signify Health, Burnsville, NC

December 2016 – January 2018

 Supported three executives in day-to-day activities, managing meetings, schedules, and work-related projects

 Coordinated travel arrangements and worked with vendors to reduce costs by 18%

 Managed expenses and submitted accurate expense reports in Concur

 Collaborated with department heads regarding software, equipment, and office needs

 Demonstrated confidentiality by handling sensitive information, achieving 100% compliance with data security protocols