

Cameron Malfara

SENIOR EXECUTIVE ASSISTANT



(123) 456-7890



youremail@example.com
LinkedIn



Seattle, WA 12345

SKILLS

- Budget management
- Discretion and confidentiality
- Event planning
- Logistics coordination
- Proactive initiative
- Salesforce

EDUCATION

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

Seattle Central College,
Seattle, WA

June 2010

CERTIFICATIONS

Certified Business Communication Professional, American Institute for Business Management and Communication, 2020
Certified Event Planning Specialist, National Career Certification Board, 2012

PROFILE

Senior executive assistant and Certified Business Communication Professional with over a decade of experience supporting leaders in advertising and sales. Specializes in managing substantial budgets, planning corporate events, and optimizing complex travel itineraries.

PROFESSIONAL EXPERIENCE

SENIOR EXECUTIVE ASSISTANT

Vivante, Seattle, WA

March 2018 - present

- Spearhead administrative support to the senior vice president (SVP) of sales and regional vice presidents (VPs)
- Supervise a team of 10 executive assistants across three major cities
- Collaborate with building management to address office maintenance and improvements
- Optimize schedules and travel arrangements with a budget exceeding \$200,000 annually
- Improved data retrieval time by 30% with the implementation of the new Salesforce CRM system

EXECUTIVE ASSISTANT

Amazon Web Services, Seattle, WA

June 2012 - February 2018

- Managed complex calendar appointments and international travel itineraries for two senior leadership positions within the sales and marketing team
- Reduced travel expenses by 20% through strategic planning and vendor negotiations
- Provided support during corporate restructuring and transitions
- Handled confidential negotiations and communications for 15 mergers and acquisitions
- Coordinated logistics for annual global sales conferences with a budget of \$250,000, successfully staying 10% under budget