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Eleanor Roberts

A government executive assistant with six years of experience supporting senior officials, policy advisors, and agency directors. Adept at managing government communications, coordinating legislative meetings, and handling classified documentation with discretion. Skilled in navigating bureaucratic processes, ensuring policy compliance, and facilitating seamless administrative operations in public sector organizations.

CONTACT



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LinkedIn | Portfolio



Washington, D.C.

KEY SKILLS

- Government correspondence and policy documentation
- Legislative scheduling and meeting coordination
- Confidential records and security clearance management
- Budget tracking and procurement processes
- Public sector compliance and reporting

Professional Experience

GOVERNMENT EXECUTIVE ASSISTANT I U.S. DEPARTMENT OF ENERGY, WASHINGTON, D.C

AUGUST 2022

- Manage the daily operations of the Deputy Secretary's office, handling scheduling, legislative meeting coordination, and confidential document management
- Prepare policy briefings and internal reports for senior officials, ensuring accuracy and compliance with government regulations
- Spearheaded a new digital filing system for classified records, improving document retrieval efficiency by 50%

ADMINISTRATIVE COORDINATOR I STATE DEPARTMENT OF PUBLIC AFFAIRS, WASHINGTON, D.C

JUNE 2018 - AUGUST 2022

- Assisted in coordinating high-profile government events, public hearings, and interdepartmental meetings
- Processed procurement requests and tracked office expenditures to ensure budget compliance
- Drafted official government correspondence and press releases, improving public engagement and policy communication

Education

- Bachelor of Arts (B.A.) in Political Science
Georgetown University | May 2018