






Samantha Lopez


An executive assistant with strong organizational and communication skills. Highly proficient in managing schedules, coordinating meetings, and handling administrative tasks to support executives and streamline operations. Eager to contribute to a fast-paced environment and grow within a corporate setting.

CONTACT

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 LinkedIn | Portfolio

 Chicago, IL

EDUCATION

Bachelor of Arts (B.A.) in Business Administration
University of Illinois, Chicago May 2024

KEY SKILLS

- Calendar management
- Meeting and travel coordination
- Office administration
- Data entry and document organization
- Client and vendor communication

PROFESSIONAL EXPERIENCE

Administrative Assistant (Intern) | June 2024 - Present

Hudson & Co. Consulting, Chicago, IL

- Assist senior executives with scheduling meetings, maintaining accurate calendars, and preparing meeting materials
- Organize client files and update databases to ensure streamlined documentation and quick access to important records
- Support office operations by coordinating supply inventory and handling incoming calls and inquiries

Front Desk Assistant | August 2023 - May 2024

Willowbrook Financial Services, Chicago, IL

- Managed front desk responsibilities, greeting clients, answering phones, and directing visitors to appropriate departments
- Maintained an organized filing system, ensuring all documents were properly stored and easily retrievable
- Assisted in scheduling client appointments and coordinating office events to improve operational efficiency