







Michael Davis

An executive administrative assistant with eight years of experience supporting senior leadership teams. Adept at handling confidential communications, managing complex schedules, and improving internal processes to increase efficiency. Known for strong attention to detail and proactive solution-seeking skills.

CONTACT

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-  LinkedIn | Portfolio
-  Boston, MA

KEY SKILLS

- High-level executive support
- Meeting preparation and minutes
- Office operations and workflow optimization
- Vendor and contract management
- Travel planning and itinerary coordination

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant | Crestwood Enterprises, Boston, MA
September 2019 - Present

- Provide direct administrative support to the COO, managing daily schedules, coordinating meetings, and preparing executive reports
- Oversee internal communication between departments, ensuring timely delivery of key information to senior leadership
- Streamlined office operations by introducing a new task management system, reducing missed deadlines by 30%

Administrative Assistant | Brighton & Associates, Boston, MA
July 2016 - September 2019

- Assisted senior executives in calendar management, document preparation, and internal meeting coordination
- Conducted research and compiled reports for leadership teams to support decision-making processes
- Organized corporate travel arrangements, ensuring cost-effective bookings and detailed itinerary planning

EDUCATION

Bachelor of Science (B.S.) in Business Administration
Boston University | May 2016