

JH

# Jessica Harper

## Executive Administrative Assistant

Executive administrative assistant with over five years of experience supporting C-level leaders. Skilled at managing complex schedules, preparing high-level presentations, and streamlining cross-team communications. Organized, reliable, and committed to solving administrative issues promptly.

## CONTACT



(123) 456-7890



email@example.com



LinkedIn



New York, NY 10001

## EDUCATION

- Bachelor of Arts (B.A.) in Business Administration

New York University, New York, NY

## KEY SKILLS

- Calendar management
- Confidential correspondence
- Meeting coordination
- Microsoft Office Suite
- Process streamlining
- Travel planning

## PROFESSIONAL EXPERIENCE

**Executive Administrative Assistant** | Global Innovations, New York, NY  
June 2018 - Present

- Manage schedules, correspondence, and travel logistics for the CFO and COO, ensuring seamless workflows
- Prepare board presentations, using Excel and PowerPoint to present quarterly financial data
- Negotiated new travel vendor contracts that cut yearly costs by \$15,000
- Introduced meeting preparation process that reduced scheduling conflicts by 20%

**Administrative Assistant** | BlueStone Enterprises, New York, NY  
August 2018 - May 2018

- Scheduled meetings, managed documents, and tracked deadlines for 12 senior staff members
- Drafted and distributed internal communications for company-wide initiatives
- Created filing system that expedited document retrieval times by 40%

## CERTIFICATIONS

- Microsoft Office Specialist, Microsoft | January 2018