

# Elena Anaya

Executive Administrative Assistant

+1-202-555-0178  
example@wozber.com  
www.wozber.com  
San Francisco, CA

## EXPERIENCE

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### Executive Administrative Assistant

Bee and Partners

01/2015 - Present

- Transformed manual processes into a computerized, well-documented standard operating procedures system (SOP).
- Supervised the CEO's calendar, handled meetings and inquires. Ensured clear communication from the executive to project teams.
- Coordinated executive off-sites and other events for up to 800 employees.
- Coordinated catering for annual staff forum, negotiated terms and pricing agreements, saving at least \$30K annually.
- Managed all documentation, designed and implemented various documents and business cards, monitored email, and replied on behalf of the CEO with regard to related issues.

### Office Administrative Assistant

Bee and Partners

08/2013 - 12/2014

- Performed daily administrative functions such as answering calls and emails, scheduling meetings, writing multiple reports and other forms.
- Provided constant and reliable administrative support to 20 office team members.
- Responsibly administrated the manager's MS Office documents, forms, emails, and calendar.
- Maintained, coordinated and updated the client database, records and mailing lists.
- Prepared graphical presentations for sales meetings.
- Monitored, documented and prepared weekly expense and performance status reports for all departments.

## SKILLS

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Word	Expert
Excel	Expert
Outlook	Expert
PowerPoint	Advanced
Google Drive	Advanced
Trello	Beginner
Asset Management	Intermediate
Event Management	Advanced
SAP	Beginner
Accounting	Intermediate

## LANGUAGES

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English	Native
German	Intermediate
French	Intermediate

## EDUCATION

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### Business Administration

River Johns University

2013

Bachelor of Science