

Elena Anaya

Executive Administrative Assistant

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San Francisco, CA

EXPERIENCE

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

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

LANGUAGES

English	Native
German	Intermediate
French	Intermediate

EDUCATION

Business Administration

River Johns University

2013

Bachelor of Science