

# ANGELA SMITH

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## C- LEVEL EXECUTIVE ASSISTANT →

Chairman ★ CEO ★ CFO ★ Senior Vice President of Human Resources

*Trusted executive right-hand expert in juggling multiple priorities for on-deadline task completion.*

International Travel  
Conference/Events Planning  
Confidential Board Minutes  
Email review and response  
Personnel File Control  
Power Point Presentations

Heavy Calendar Management  
Office Relocation  
Correspondence Drafting  
T & E Approval  
Open Enrollment Process  
Organizational Chart Creation

Board Meeting Coordination  
Project Management  
Administrative Staff Management  
Newsletter Creation/Distribution  
New Hire Packet  
Excel Spreadsheets

## HIGHLIGHTS OF ACCOMPLISHMENTS

- ✓ Recruited directly for almost all career moves since 2000 by former C-Level managers. Consistent history of excellence in support including former manager of 12 years.
- ✓ Acknowledged for outstanding job in complex office location including build out, complicated IT requirements, and security clearance specifications. Implemented software with project dashboard that provided more transparent communication for all project managers including the CEO.
- ✓ Transformed all administrative and operational procedures at a large research and teaching hospital. Created workflow schedule to correct four month patient file backlog, wrote and filed bid to obtain extra file space, and created an on call schedule calendar and system for physicians.

## PROFESSIONAL EXPERIENCE

Company, City, VA..... 2013 - Present  
*A leading provider of cloud based internet security providing solutions to 500 million customers in 190 countries.*  
***Executive Assistant to Chairman, President, and CFO***

- Recruited directly by the CFO, a former manager at Custom Direct.
- Recognized for assisting VP of Human Resources to refine global administrative staff procedures:
  - ✓ Implemented monthly administrative staff meetings.
  - ✓ Designed travel “cheat sheets” that provide information on restaurants, hotels, transportation, and other relevant travel information for heavy travel locations.
- Provide full circle administrative support to the three most senior executives:
  - ✓ Calendar management, travel, administrative management for Board of Directors meetings, project management, email review, correspondence drafting, PowerPoint presentation creation, financial report compilation, and confidential file management.

*“Angela is the go to person when I need something to be done right. Her work is not a job, but a source of personal pride. Her focus on getting things done makes the entire organization perform more effectively.”*

***CEO and former manager for 12 years.***