Proactive, Proficient, dedicated Executive Assistant with 5+ years of experience supporting the CEO of an established 110-employee company, handling everything from scheduling meetings to preparing board presentations. Extremely organized and detail-oriented, with strong communication, multitasking, and time management skills. Ability to meet long-term goals leading to company success. Expert in Microsoft Office Suite and Zoom. 120+ WPM typist.

Jennifer Marlowe

Executive Assistant

88 Northland Street, OH 45205

**Nationality**: American

**DOB**: Jun 23 1985

**T:** 513-555-1204

**M:** [jennmarlo1990@gmail.com](mailto:chloe.anderson@email.com)

**L:**  [linkedin.com/jennifermarlowe](http://linkedin.com/chloeanderson)

**Experience**

**Executive Assistant — Fever Productions, Cincinnati, OH– 08/2015 to Current**

•   Scheduled and documented internal and client meetings.

•   Coordinated daily use of four executive boardrooms, setting meeting schedules, creating meeting agendas, placing catering orders, and generating calendar invitations.

•   Managed monthly reconciliation reports, budget reports, and financial reports.

•   Coordinated travel arrangements, including reserving flights and hotels, arranging car transportation, and managing calendar of events.

•   Reviewed and finalized executive expense reports.

•   Maintained and updated list of more than 500 external contacts for CEO.

**Administrative Assistant — Venus Flytrap Printworks, Cincinnati, OH– 01/2013 to 07/2015**

•   Performed front desk tasks, directing 40+ phone calls, fielding inquiries, and greeting visitors.

•   Maintained and updated company directory.

•   Oversaw office supply inventory, placed orders for re-stocking.

•   Organized monthly vendor meetings.

**Education**

**Cincinnati State Technical and Community College**

**Education** Associate of Applied Business (Administrative Assistant), 2012

Cincinnati, OH

**Technical Skills**

Customer assistance | Team Work | Sales | Leadership | Problem Solving

**Reference**  
Microsoft Office | Photoshop | Google Drive | Zoom and Slack