

Mary A. Smith

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New York, New York 11111

123.123.1234

**OBJECTIVE**

An Executive Assistant role for a large forward-thinking organization offering opportunity for growth

**PROFESSIONAL SUMMARY**

Experienced, **reliable, quality-minded** support professional with a **career-long history of increasing responsibility** and **high-impact accomplishments**. Excellent organizational, communication and writing skills. Demonstrated sensitivity in handling proprietary information and managing vendor relationships. Supervisory experience includes management of a number of sales support staff. Industries include real estate and construction.

**QUALIFICATIONS AND ACCOMPLISHMENTS**

*Exceptional Interpersonal Skills*

- ◆ Held **supervisory responsibility** for sales support staff
- ◆ Managed **vendor relationships**
- ◆ Chosen to assist in the **training of new hires**

*Highly Effective Coordination Skills*

- ◆ Managed distribution of contracts
- ◆ Maintain project details and status in **Lotus Notes**
- ◆ Managed efficient **tracking of client billing** and **accounts payable** activities
- ◆ Updated several **monthly and semi-monthly reports**
- ◆ Maintained file room, mailing lists, phone calls and, supply inventory

*Results-Oriented Special Project Management Skills*

- ◆ Conducted **information-gathering initiatives** to support development of an annual Turner City publication
- ◆ Coordinated advertisement of, and registration for **company-wide social events**
- ◆ Managed system conversion for all **Accounts Receivable**

*Demonstrated Ability to Produce High Quality Marketing/Client Materials*

- ◆ Coordinated **development and delivery of quality client proposals**
- ◆ Assisted in the **design of presentations** for prospective clients, which included presentation slides and brochures
- ◆ Prepared **real estate documents** and attended closings

**WORK EXPERIENCE**

Company A

**Marketing Coordinator** 1995 to Present  
**Senior Secretary** 1994 – 1995  
**Secretary** 1985 to 1994

Company B

**Secretary** 1984 to 1985

**EDUCATION**

School A 1982  
Degree

**TECHNICAL SKILLS**

Proficient on MS Word, Lotus Notes, MS PowerPoint and several spreadsheet applications

*“You can always count on Mary to get things done, and done well the first time”-- Source*

*“Mary is an amazing person to work with—she’s a true team player and a great source of support”—Source*