**James Bryan**

Atlanta, Georgia • (555) 555-1234 • jamesbryan@email.com • linkedin.com/in/j-bryan

**Executive Assistant**

Administrative leader with 20+ years’ broad-ranging experience providing executive support across legal, hospitality, healthcare, and real estate industries. Highly organized and detail-oriented, with a proven ability to manage business office functions, provide executive-level support, and facilitate smooth operations and successful project deliverables. Thrives on diverse challenges and maintains confidentiality, tact, and diplomacy when handling sensitive issue resolution.

C-Level Relationships | Executive Support | Leadership | Office Management | Process Improvement Board of Directors Meetings | Calendar Management | Scheduling | Global Travel Coordination | Budget & Expense Reports | Business Acumen | Legal Administration | Risk Management | Business Correspondence | Communication | Regulatory Compliance | Confidentiality

**WORK EXPERIENCE**

**Firecracker IT, Atlanta, GA • Senior Executive Assistant • (06/2015) - Present**

Support the owner and CEO of Skinny IT and Fireracker. Act as ‘gatekeeper’, creating win-win situations for direct access to the CEO's time and office.

* Manage and coordinate multiple extremely active calendars concurrently and ensure schedules are followed and respected
* Serve as Office Manager; supervise the Receptionist, order and maintain office supplies and inventory, write and edit business correspondence, and create and organize confidential files
* Collaborate closely with VP of Finance and VP of Vendor Management on CEO-directed projects
* Charged with implementing a corporate credit card program and corporate travel program
* Provide subject matter expertise to Human Resources (HR) and Legal departments on employee-related matters and training; coordinate all details and catering for employee meetings

Support the CEO's multiple other non-IT businesses (fast-food, hair salon, and children's entertainment); assist with all business aspects from start to finish

**EMedical Corp, Atlanta, GA • Senior Assistant to CEO • (01/2012 - 06/2015)**

Provided executive support to the CEO, CFO, 2 other C-Level Executives and their 4 direct reports (SVP’s and VP’s), and the Board of Directors. Also served as department Office Manager.

* Performed heavy calendar management of numerous calendars, processed all expense reports, and made all domestic and international travel arrangements
* Assisted with Board of Directors meetings and events, coordinated all executive meetings (in-house and away), and oversaw meeting preparation
* Maintained and updated Salesforce database (via Salesforce website or Cirrus Insight); conducted hospital and healthcare research via Definitive Healthcare website

**Coca-Cola, Atlanta, GA • Executive Assistant - Contract (02/2011 - 01/2012)**

Contract work assisting C-Level Executives and their families by maintaining their busy calendars and travel arrangements (domestic and international).

* Maintained office supplies and served as Office Manager.
* Processed expense reports, set up all meetings and catering, performed event planning, assisted with Board of Directors meetings, and supervised Administrative Assistants
* Worked directly with Human Resources in the onboarding of all new employees

**EDUCATION AND CERTIFICATIONS**

University of Georgia,Athens, GA • BA Business Administration - 2010

Resume written by [Lezlie Garr](https://www.linkedin.com/in/resumelezlie/)