

CONTACT

City, ST

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LEADERSHIP SKILLS

Executive Support

Client Service

Presentation Development

Social Media

E-Commerce

Travel/Meeting Scheduling

Event Planning/Management

Translation / Interpretation

International Documentation

Bookkeeping

HR Support

New Employee Onboarding

Organized in a Fast Paced Environment

Able to Multi-Task & Prioritize

Strong Verbal & Written Communication

COMMUNITY LEADERSHIP

ABC | Leveraged organizational and networking skills to re-ignite fundraising efforts.

XXXX4KIDS | Raised >\$100K to help children in 3 countries.

YOUTH SOCCER COACH

ENDURANCE ATHLETE | Compete regularly in Spartan and Triathlon Races

EDUCATION

B.A. Business

University of Xxxxxxxx
City, ST

MULTILINGUAL & MULTICULTURAL

Well-versed in global business practices through business and personal travel around the world.

Native Spanish; English as a Second Language

Axxxxx Sxxxxx

Bilingual Office Executive Assistant

Degreed, driven, organized executive support professional with international marketing, client service, and HR support experience in the medical products and communications services sectors.

History of successful relationship building, both within the company and with clients. Well-honed, positive communication strategies, both written and verbal. Extensive computer skills with the ability to quickly learn new applications and platforms.

- ✦ Work effectively alone and with a team to manage multiple simultaneous projects, bringing them in on time and under budget.
- ✦ Native Spanish speaker; English as a Second Language.
- ✦ Executive support expertise, managing extensive travel arrangements, meeting scheduling, and event coordination.

CAREER OVERVIEW

Rxxxxx Inc., City, ST

Year – Present

Executive Assistant (Year – Present)

Coordinated all administrative support, event planning, and needs for the President/CEO of a global medical products distribution company.

- Worked with Marketing to develop presentation materials for executive level meetings
- Planned, solicited/selected vendors, and executed detailed events during semi-annual sales meetings for 200+ attendees with a \$\$\$ budget.
- Coordinated hiring process for senior management positions, including interview scheduling, onboarding sessions, and additional HR support functions.
- Selected for this position from a pool of 20 candidates after two years' working with the VP of Marketing to expand the company's visibility and market share.

Administrative Assistant, VP Marketing (Year – Year)

Lead team of four to established processes and tools for tracking marketing results to replace a previous unsophisticated system. Data gathered resulted in reallocation of marketing/promotional budget for a greater rate of return.

- Researched and presented information on appropriate software tools.
- Supported Sales and Marketing department with data tracking and analysis; created and routinely produced monthly, quarterly, and annual sales reports.
- Served as HR Representative for the Sales and Marketing Teams, concerning new hire onboarding.

Company Inc., Madrid, Spain

Year – Year

Office Manager, Medical Products Division

Coordinated sales and marketing documentation for a global, specialized medical products company with \$25MM annual revenue.

- Supported VP of Marketing and five staff members during three consecutive years of 22% year-over-year growth.
- Coordinated all details for sales meetings, travel plans, and expense accounts.

Company., Madrid, Spain

Year – Year

Office Assistant

Handled all office needs for two managers and a 10-member staff in a business-to-business communications firm with \$2MM annual billings.

- Served as an interpreter and communications specialist when dealing with U.S. firms. Built and developed a database and spreadsheet system for tracking projects, suppliers, clients.