

Address 2133 Elsie Drive, Chicago, IL, US

Phone 212 635-3564

Objective

Executive Administrative Assistant with over 10 years of experience providing thorough and skillful support to senior executives.

Experience

Communications Specialist

AdVibes Marketing Agency

Seattle, WA

June-2013 - March-2017

-Composed, revised and proofread corporate communications and marketing materials
-Developed AdVibes Magazine in conjunction with the content team, resulting in a circulation of 5,000+
-Restructured linguist database to improve accessibility and overall team organization

Education

Bachelor of Arts

University of Wisconsin-Madison

Madison, Wisconsin

2010

Dean's List 2008-2010, GPA, special accomplishments, theses etc.

Skills

B2B Business Strategies, French - Advanced, Conflict Resolution, Apache, Budget Forecasting, Java, Time Management, Leadership, Client Database Management, Big Data

Languages

French

Advanced