

ELIZABETH SMITH

12 Beachside Ave
Vancouver, BC, V8N 2D3

Email: lizsmith100@gmail.com

Cell: (778) 123-4567
Home: (604) 123-4567

EXECUTIVE ASSISTANT

“Elizabeth is an ever-ready, ever-present administrative guru. She was a central figure in our success”
Bill Tyler: VP, Operations – Oil & gas International

Seasoned executive assistant with a natural talent for anticipating the administrative needs of high-level executives to facilitate optimal departmental productivity. Formally recognized by powerhouse executives as a central hub and key cog in the wheel of organizational success. Spirited, thoughtful, and energetic personality with an aptitude for cultivating productive working relationships with key internal & external stakeholders. Adept at planning & coordinating large scale events. Typing speed: 85 W.P.M.

VALUE SNAPSHOT

Remaining Current: Completed Advanced MS Word & MS Excel Certification Courses (2014)

Executive Assistance: Complex Calendar Management and Travel Itinerary Development

Office Projects: Trained in the Full Project Lifecycle (Planning, Estimation, and Execution)

Event Management: Adept at Planning and Organizing Events for up to 300 People

EXPERIENCE NARRATIVE

Parenting (2009 to Present) / Committee Member & Fundraiser (2011 to Present)

Invited to become a board member of a local junior high school. Utilized considerable administrative expertise to plan, promote, and coordinate most successful fundraiser in the history of the school.

EXECUTIVE ASSISTANT

Oil & Gas International, Calgary, AB (May 2002 to December 2008)

Recruited to provide exceptional administrative support services for the VP, Operations to facilitate the effective start-up & operation of a landmark joint-venture initiative. Officially recognized by senior executive team as vital component in managing flow of information between all project stakeholders.

- Singularly responsible for ensuring VP attended all key stakeholder meetings. Skillfully managed complex calendar schedules and developed detailed travel itineraries & briefing notes to assist VP in meeting operational obligations.
- Entrusted by the VP to coordinate the implementation of a new accounting module in SAP. Collaborated with key stakeholders to successfully implement & test module while ensuring continuity of operations with zero downtime.
- Integral member of the team responsible for introducing an electronic document management system as part of a wider initiative to move toward a paperless working environment. Effortlessly coordinated project roll-out & provided EDMS system training to staff.

CORE SKILLS

Calendar Management

Stakeholder Relations Management

Project Planning, Testing & Roll-out

Document Management & EDMS Systems Training

Expense Management

ALLEN & COLBECK PUBLISHING

Executive Assistant, Calgary, AB (June 2000 to April 2002)

Hand-picked by the owner of the business to spearhead the development & implementation of all administrative systems needed to support a rapidly growing enterprise. Set-up operational policies & procedures, introduced ACCPAC accounting program, & chaperoned company toward ISO 9001 certification.

- Personally selected by the executive team to lead the development of the company's first health & safety policy. Conducted extensive research into OH&S standards, consulted with local Workplace Excellence chapter on best practices, and implemented a policy which was central to securing 'Best Managed Company' award.
- Leveraged own professional network to identify a prospective distribution partner. Arranged a meeting between the owner of each company which led to the signing of a 5-year contract with preferential pricing.
- Instrumental in managing the planning & logistics associated with hosting quarterly team building events for up to 50 employees at various locations throughout Western Canada. Consistently delivered events in a timely & efficient manner inside pre-set budgetary parameters.

HEWLETT PACKARD

Executive Assistant, Toronto, ON (August 1995 to May 2000)

Initially hired as a receptionist before accepting promotion into positions of progressive responsibility due to outstanding performance, culminating in rapid advancement into the role of Executive Assistant inside 18 months. Recognized by VP, Development as a central cog in the efficient functioning of the department.

- Pro-actively re-classified key contract documentation to improve access to vital information for the senior executive team, and introduced a logical structure to document storage which did not previously exist.
- Selected by the VP, Development to partner with a third-party vendor on the planning, coordination, and roll-out of an upgrade to desktop system software. Facilitated access to all desktop computers for the vendor while minimizing downtime and business interruption by developing an efficient service schedule.
- Relentlessly pursued advanced knowledge of MS Office Suite applications to enable the absorption of all tasks associated with Excel spreadsheet creation and development of PowerPoint presentations, which empowered the VP, Development to focus exclusively on high-level priorities.

EDUCATION

Bachelor of Fine Arts

Emily Carr School of Art

Advanced MS Excel & MS Word Certification

Southern Alberta Institute of Technology

Project Management Certificate

Mount Royal University

COMPUTER SKILLS

Proficient in the use of MS Office Suite, Adobe InDesign, SAP, & JDE

ELIZABETH SMITH

12 Beachside Ave
Vancouver, BC, V8N 2D3

Email: lizsmith100@gmail.com

Cell: (778) 123-4567
Home: (604) 123-4567

Justification

The client approached me with the intention of returning to work after taking almost 6 years out to raise two young children. My immediate thought was to make sure I communicated the esteem in which she was held by her former employer (a recommendation that would reverberate around the marketplace), and the fact that she has tried to remain current with education & volunteer activity.