

---

# MARYANNE AUSTIN

---

227 Community Street, Atlanta, GA 30309 • (404) 777-7777 • maryanne.austin@email.com

## PROFESSIONAL SUMMARY

Adept, task-driven Executive Assistant with 10+ years of administrative experience reporting to a CEO and other top executives. Dedicated to making the lives of busy executives easier. Professionally serves as an effective gatekeeper; prepares well-researched and accurate documents; manages busy calendars and efficiently handle daily office tasks.

## QUALIFICATIONS

- Type 75 WPM
- Event coordination
- Excellent communication, interpersonal and organizational skills
- Scheduling
- Customer Service
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook)

## WORK HISTORY

BUSINESS CORPS, Executive Assistant  
July 2014 - Current

- Provides ongoing administrative support to senior executives in the office as well as a virtual assistant, driving organizational success through the management of daily operations and special projects
- Manages executive calendars, strategically coordinating meetings, appointments, events and travel arrangements
- Composes and proofreads memos, letters, reports and presentations, providing accurate, concise and error-free communication
- Spearheads training and development program for new employees

TALENT ABLE, Administrative Assistant  
May 2011 - June 2014

- Served as primary point of contact for two executives to support an average of 30 incoming phone calls per day, addressing inquiries and resolving customer concerns
- Greeted and proactively assisted visitors in a timely manner
- Guaranteed prompt delivery of incoming mail to appropriate recipients
- Streamlined processes to effectively track, order and maintain inventory

## CERTIFICATIONS

- Personal Assistant Specialist (CPAS)
- Certified Administrative Professional
- Microsoft Office Specialist
- Certified Virtual Assistant credential