











**Identify Your Skills** 

### JANE SMITH

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An experienced executive assistant with the proven ability to support business stakeholders from Director to C-Suite. A follow through, supportive style, dedicated to completing projects to specification and on-time. Approach to work is collaborative, discreet, cooperative and thorough. Projects are completed with focus and emphasis on detail, accuracy, structure and care. Ability to influence cross-functional teams with a friendly, persuasive, empathetic manner.

### PROFESSIONAL SKILLS

- Excel
- PowerPoint
- Outlook
- Word
- Adobe Illustrator

### WORK EXPERIENCE ARTISAN ARCHITECTURAL DESIGN

### **Executive Assistant**

Report directly to CEO. Prepare reports, file and organize documents, create presentations. Manage office budgets, implement and maintain procedures/office administrative systems. Deal with a wide variety of correspondence, complaints and inquiries. Cross-functional communication with staff and clients.

### BENCHMARK HOME CONSTRUCTION

November 2014 to May 2018

Ensured smooth running of the office including supervising support staff. Managed office database, job site files, liaised with staff and suppliers. Accomplishments include communication and coordinating information for up to 50 job sites at a time. Clients and subcontractors were always kept apprised of project status.

### **CREATIVE MARKETING SOLUTIONS**

Coordinated projects, organized and managed files, scheduled meetings and appointments. Supported other staff with various tasks. Successfully coordinated quarterly client mixer events, including organizing caterers, event staff, entertainment and managing budget and negotiating costs with vendors.

### **EDUCATION**

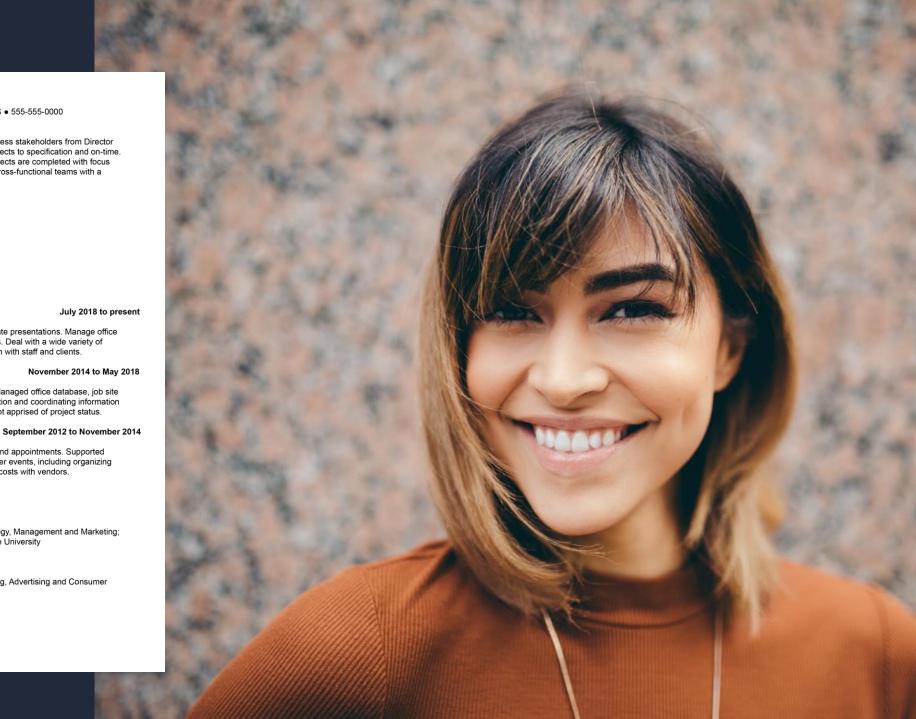
### Arizona State University

August 2012 - June 2014

Bachelor's Degree in Business Administration with coursework in Psychology, Management and Marketing; Awards and honors include Dean's List and Maga cum laude. Arizona State University

### **Rio Salado Community College** August 2010 - June 2012

Associates Degree in Business Administration with coursework in Marketing, Advertising and Consumer Psychology. GPA of 3.93



Transferable Skills Examples

- Adaptability
- Organization
- Communication
- · Problem-Solving
- · Teamwork
- Leadership



ARTISAN ARCHITECTURAL DESIGN Executive Assistant

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Adaptability

Collaboration

Communication

**Problem-Solving** 

**Teamwork** 

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### PROFESSIONAL SKILLS

- Leadership and Management
- Communication and Organization
- Adaptable and Flexible
- Adobe Illustrator

Microsoft Office - Excel, PowerPoint, Word

### WORK EXPERIENCE

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September 2012 to November 2014

July 2018 to present

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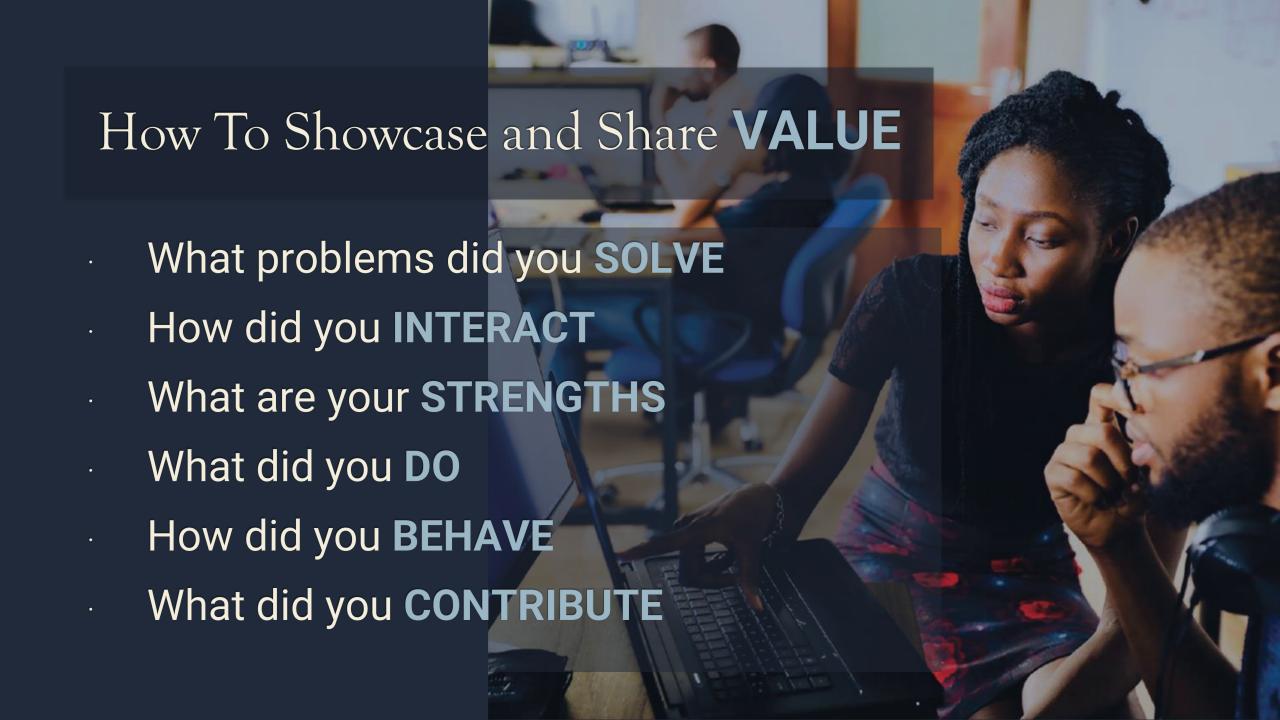
# Hard Skills + Soft Skills

- Leadership and Management
- Communication and Organization
- Adaptable and Flexible

## **VALUE**



Leverage Your Skills



# Transferable Skill Narrative

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Teamwork



# Communication (Meetings)

- Convey ideas
- Share information
- Encourage discussion
- Open communication
- Lead and guide
- Maximize learning



Stellar Communicator.
Ability to convey ideas in a convincing manner.



**Stellar Communicator.** 

Leads and guides with empathy as a way to encourage discussion



**Stellar Communicator.** 

Uses engaging storytelling to share information



**Stellar Communicator.** 

Successfully creates environments of mutual respect which allows for open communication and maximized learning.

How To Add The Extra Shot

- **SHOWCASE**
- · SHARE
- SELL





The Picture of Success



# The Picture of Success

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- What Happened?
- How Many?
- Results?
- Numerical Value?
- Improvements?
- Progress?

# The Picture of Success

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- How Many?
- Results?
- Numerical Value?
- Improvements?
- Progress?



Ensured smooth running of the office including supervising support staff.

Facilitated monthly meetings to entire staff resulting in improved visibility to ongoing projects and reduction of communication gaps.



Facilitated monthly meetings to entire staff

What?

How Many?



resulting in improved visibility to ongoing projects and reduction of communication gaps.

- Results?
- Improvements?

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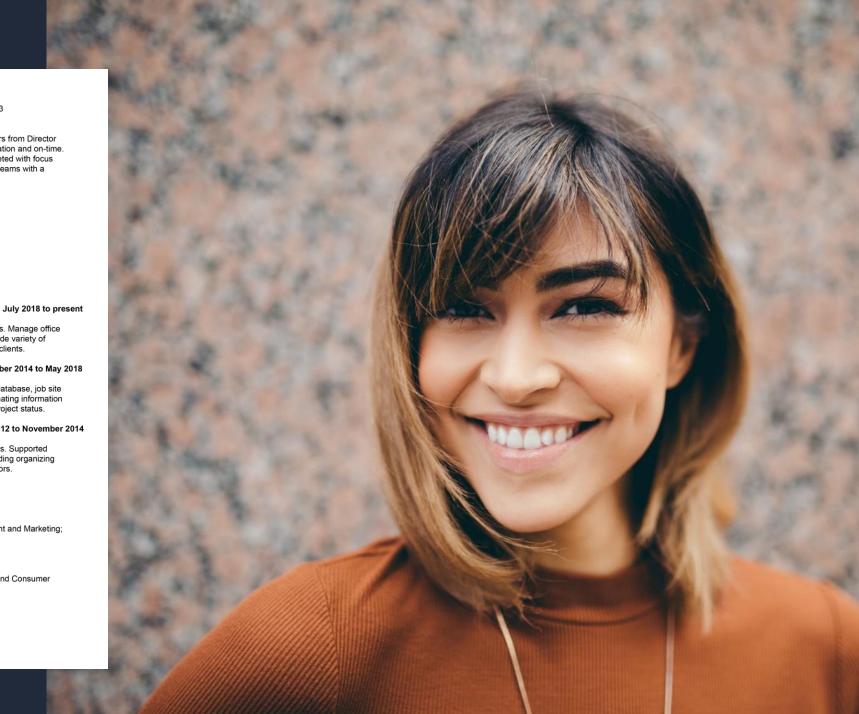
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Executive Assistant | Office Team Leader | Marketing Professional

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### CORE COMPETENCIES AND ACHIEVEMENTS

- Leadership and Management. A friendly, empathetic, persuasive way of influencing others in the accomplishment of tasks and projects. Take on a specialist approach and mentality with an emphasis on structure and adhering to procedures. Exhibit a good-natured, supportive style in guiding team results. Created manual for on-boarding new clients, increased visibility to outcomes and improved deliverables.
- Stellar Communicator and Advocate. Ability to anticipate the needs of Executives and staff. Successfully adapt messages to differing audiences. Supportive, collaborative style with an emphasis on fostering cooperation. Launched online communication platform with 100% team participation.
- Adaptability and Flexibility. Proven ability to stay resilient, steady and efficient under pressure. Tasks and projects are accomplished through a dedicated, follow-through, supportive style. Ability to create a sense of connection in any circumstance. Navigated two Executive leadership changes while ensuring rimal affect to customer service standards and disruption to current projects.

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### PROFESSIONAL EXPERIENCE







# Let's Connect



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programs :: elissashuck-careercoach.com

podcast :: Love Your Work Life

