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| Mary Johnson |
| SummaryAccomplished executive secretary with over 10 years of experience supporting C-suite executives in fast-paced environments. Expert in managing complex schedules and fostering strong relationships with stakeholders.Work Experience**Senior Executive Assistant Mar 2016 – Present**JKL Global New York, NY* Oversaw daily operations for the CEO's office, improving productivity by 25% through efficient time management.
* Coordinated international travel and logistics for executive team, reducing travel costs by 15%.

**Executive Secretary Jan 2012 – Feb 2016**MNO Enterprises New York, NY* Managed communications and schedules for six executives, enhancing team collaboration and efficiency.
* Developed and maintained an electronic filing system, improving document retrieval time by 40%.

EducationBachelor of Science: Business Management Jan 2011*New York University**New York, NY*certifications* Certified Administrative Professional (CAP) – IAAP – 2012
 | Contact(555) 555-5555mary.johnson@example.comNew York, NY 10001SkillsExecutive SupportProject ManagementBudget ManagementTravel CoordinationStakeholder EngagementConflict ResolutionAdvanced MS Office SkillsProcess Improvement |