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| Mary Johnson | | |
| Summary  Accomplished 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%.   Education Bachelor of Science: Business Management Jan 2011 *New York University**New York, NY*  certifications   * Certified Administrative Professional (CAP) – IAAP – 2012 | Contact  (555) 555-5555  mary.johnson@example.com  New York, NY 10001  Skills  Executive Support  Project Management  Budget Management  Travel Coordination  Stakeholder Engagement  Conflict Resolution  Advanced MS Office Skills  Process Improvement |