

Amina Thompson

amina.thompson@example.com • (555) 123-4567 • Austin, TX • linkedin.com/in/aminathompson

SUMMARY

Detail-oriented and proactive Executive Assistant with over 5 years of experience supporting high-level executives. Proven ability to manage complex schedules, coordinate travel arrangements, and enhance office efficiency through effective organizational skills.

EXPERIENCE

Executive Assistant

Jan 2022 - Present

Tech Innovations Inc., Austin, TX

- Streamlined executive schedules, improving time management by 30%, leading to more effective project completions.
- Coordinated travel and logistics for a team of 10, reducing travel costs by 20% through effective vendor negotiations.
- Implemented a new document management system that decreased file retrieval time by 40%.

Administrative Assistant

Jun 2018 - Dec 2021

Green Solutions Ltd., Austin, TX

- Assisted in project coordination, resulting in a 15% increase in project delivery speed.
- Maintained office supply inventory and vendor relationships, saving the company \$5,000 annually.
- Developed and maintained a comprehensive database for client communications, improving follow-up response time by 25%.

Office Coordinator

Aug 2016 - May 2018

Creative Agency LLC, Austin, TX

- Organized company events that improved team engagement scores by 50%.
- Managed incoming communications and prioritized client requests, enhancing satisfaction ratings.
- Designed streamlined filing systems that reduced paperwork processing time by 35%.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Microsoft Office Suite, Google Workspace, Slack, Asana

Tools & Frameworks: Trello, Zoom, Dropbox