**FIRST NAME LAST NAME**Kansas City, Missouri |123.456.7890 | youremail@gmail.com

**SUMMARY OF QUALIFICATIONS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Proficient Executive Administrative Assistant with multiple years of experience supporting vice presidents, directors and managers in the banking and food industries

• Excellent interpersonal and communication skills, customer service, and office support skills with the ability to manage highly confidential information with discretion developed from over five years in administrative roles

• Experience working both independently and as a team member to complete projects

**RELEVANT PROFESSIONAL EXPERIENCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **CORBION - CARAVAN INGREDIENTS**  March 20XX - July 20XX*Executive Administrative Assistant Kansas City, Missouri*

• Scheduled internal and external meetings for associates and customers. Organized, set up and cleaned-catered meetings and events

• Managed customer tours of the Regional Office and labs and plants

• Assisted Human Resource department with scheduling of interview candidates onsite, Skype and Microsoft Teams

• Provided back up coverage for the receptionist, answering calls and welcoming visitors

**UMB BANK** November 20XX - March 20XX  
*Portfolio Administrator II Kansas City, Missouri*

• Assisted in the preparation and distribution of quarterly client performance reviews

• Prepared monthly employee expense and client entertainment reports and submitted for payment

• Provided customer support to internal and external clients

• Managed daily activity for the Portfolio team calendar

**ADDITIONAL EXPERIENCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOTEL INDIGO** November 20XX - March 20XX  
*Event Coordinator Kansas City, Missouri*

• Welcome guests during meet-and-greets for facility showings using excellent customer service

• Manage set-up and clean-up for events including weddings, parties, and birthday celebrations; ensuring tables, chairs, and all event equipment is set-up per specifications

**EDUCATION AND TRAINING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
Associates of Arts in Communication, Penn Valley Community College Kansas City, Missouri