

Paul Moore

999 Main Street ▪ Any Town, NY 99999

(999) 999-9999 ▪ email@gmail.com

SUMMARY OF QUALIFICATIONS

- Highly skilled and dedicated professional offering a solid background in marketing/sales , pricing, budgeting, analyzing and management with in the medical, chemical, electronic, and oil industries.
- Communicate and help in the development of a cohesive team structures and drive company visions into viable, realized goals.
- Develop strong customer relationships, while participating in negotiations and product analysis.
- Ensure quality assurance goals are achieved, while securing best price options.
- Computer proficient in a wide range of operating systems and software programs.

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant

ABC Inc. ▪ Any Town, NY

- Managed multiple complex calendars while coordinating meeting logistics, interviews and company events helping to free up and protect management time.
- Coordinated extensive domestic and international travel arrangements effectively, (Visas/Passports) which increased travel efficiency. Created travel itineraries that organized the management team. Provided expense reporting using Concur travel management system.
- Updated dashboards with graphs using PowerPoint & Excel to report customer stats and sales for weekly executive staff meetings.
- Handled confidential information with care and sensitivity encouraging a positive and productive work environment. Sensitive to cultural diversity when planning for meals and other logistics for meetings and corporate events.
- Prepared and tracked purchase requisitions and check requests in a timely manner to meet month end and year-end budget tracking purposes.

Executive Assistant

XYZ Corp. ▪ Any Town, NY

- Executive Assistant to Director of the company, in which duties included coordinating travel arrangements, scheduling a high volume of meetings and appointments, managing an ever-changing business/personal calendar for the Director.
- Managing complex scheduling of job site meetings, on-site construction management coordination, handling and dealing with clients, troubleshooting and handling of minor on-site issues and situations.
- Multi-task extensively throughout each day and utilize my project management skills to plan, coordinate and facilitate on-site and off-site meetings and functions for Director.
- Draft, prepare, distribute and follow-up with various correspondences to customers concerning project status from start to finish.
- Prepare customer database and account tracking ensure budgets are up to date and managed in an efficient and timely manner.
- Assisted in preparing presentations, handled telephone & email inquiries and respond as appropriate to any customer situation or issue.
- Assist with projects errands and handled employee discipline and training activities at the discretion of management.
- Cover the front office when sales administrators were not available; continually communicated with customers until final project were completed to ensure customer satisfaction.

Customer Service Executive

BCD Inc. ▪ Any Town, NY

- Provided assistance for customer questions or technical concerns regarding products.
- Demonstrated product knowledge and awareness, and evaluated the most efficient problem solving methods needed to satisfy the customer's concerns. Positively represented the company by providing excellent customer service.

EDUCATION

University of Washington, Seattle

Bachelor of Business Administration ▪ Marketing

Associates Degree ▪ Accounting

JeffTheCareerCoach.com