

123 ABC Blvd
Anywhere, US 123456
999-555-1234
mail@mail.com

JANE PLANE

EXPERIENCED EXECUTIVE ASSISTANT

CAREER HIGHLIGHTS

- Over 13 years of progressively responsible in management and business administration.
- Achieved TS/SCI Clearance
- Served as an executive administrative support to senior officials.
- Lead in operational support in the intelligence community.
- Skilled in MS Office providing expert editing and revision techniques.
- Successful record of ensuing compliance with contracts issued by several U.S. agencies, including generating reports.
- Experienced in training and supervising support staff.
- Excellent written and oral communication skills, strong leadership capabilities, excellent people skills and exceptional team player with a high degree of enthusiasm, commitment and dedication.

CAREER PROGRESSION

- Global Professional Solutions (GPS), Inc. Alexandria, VA 1997-2009
Highlights: Guided daily support to ISO9001 implementation and on-going quality assurance to the all ISO policies and regulations after award; resulting in a record 6 months of completion of ISO compliance; Coauthored Personnel Manual that brought congruity to employee procedures in all departments; Established and managed financial and operational infrastructure during the opening of the company.
- Defense Intelligence Agency Washington, D.C. 2004-2006
Highlights: Served as executive assistant to the finance team, responsible for the provision and maintenance of high quality financial systems and procedures.
- U.S. Department of State, Office of the Inspector General Washington, D.C. 2002-2004
Highlights: In 2002, awarded the Certificate of Appreciation "In recognition of superior work done in support of the OIG's first open house"
- Gannett Co., Inc. Alexandria, VA 1998-2000
Highlights: Managed full time employment as a tax assistant while completing full time Associates and Baccalaureate degrees.
- Anstec, Inc. Rockville, MD 1994-1997
Highlights: Served as a liaison between Program Directors, Managers and support staff to resolve contract and personnel matters.
- U.S. Department of Interior Washington, D.C. 1990-1992
Highlights: Supervised the duties and activities of five documentation control specialist; Trained and developed Junior Documentation Specialists.

EDUCATION/TRAINING

Certified Legal Assistant/Paralegal	Georgetown University	DC	2004
Certified Customer Service	GPS	VA	2002
B.A., Business Management	National-Louis University	DC	1998
A.A., Business Administration	Averett University	VA	1996

QUALIFICATIONS SUMMARY

Office Administration (GPS)

1995-2009

- Provided support to both headquarters and GPS on-site customers as needed for a 12-year period.
- Coordinated functions in support of corporate operations to include personnel services, employee recruitment, benefits and compensation.
- Advised on programmatic problems and/or issues which require knowledge of the pertinent regulations, polices and precedents affecting the use of programs and related support resources.
- Assisted in overseeing day-to-day corporate operations including the development of correspondence and policy guidance on various management techniques for implementation to the attention of the organizations senior executives.
- Maintained secured subject matter files and records related to the work of numerous federal government contracts, in hard copy as well as electronic with the highest level of integrity.
- Provided continuous evaluation of corporate policies and procedures; producing standard operating procedures to define and relate the results to specific task oriented goals.
- Excelled in organizational problem resolution with innovative solutions, systems and process improvements proven to increase efficiency and customer satisfaction.
- Offered excellent computer skills in MS Office Suite and other applications/systems.

Sr., Executive Assistant (Anstee, Contactor DIA/DOS)

1994-97; 2002-06

- Timely and accurate processing of accounts and production of financial reports.
- Prepared, provided and communicated financial information.
- Processed, developed, maintained and documented internal control procedures including financial delegations and accountabilities.
- Served as the initial point of contact and principal administrative support for the Office of the Inspector General; developed professional relationships between office and external organizations.
- Prepared various documents and diagrams to use in statistical/presentation purposes as supporting data.
- Maintained Inspector Generals' official and personal calendar: Scheduled and coordinated meetings, interviews, appointments, events and other similar activities including travel and lodging.
- Maintained, prepared and generated travel expense vouchers and reports.
- Attended and prepared documents for daily morning briefings.
- Improved inventory accuracy through use of structural processes and procedures.
- Supervised various contract support staff.
- Effectively maintained and provided an efficient work environment

Tax Assistant (Gannett, Co.)

1998-2000

- Developed managed, organized and maintained tax compliance files and central tax filing system.
- Organized general training sessions and maintained CPE hours for CPA's in tax department.

Lead Documentation Control Specialist (DOI)

1990-1992

- Provided quality control for civil penalty documentation, archiving, scanning, imaging and indexing of civil penalty case files for project supporting the U.S. Department of Interior.

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JANE PLANE

EXPERIENCED EXECUTIVE ASSISTANT

Name
Address
Phone number of hiring representative

Re: Executive Assistant Opportunities

Dear Future Employer,

With over 10 years of experience as an Executive Assistant; a strong training and career background in Executive level administration, I feel I can offer my skills to any organization seeking administrative support.

Executive Assistants are the backbones of Senior Officials. They look to their assistants to organize their professional careers, as well as support their organizational progression. With the various volumes of obstacles that an organization entails, the Executive Assistant maintains a standard level of professionalism to ensure the overall success of the senior official or executive. In turn, the successful executive leads a successful organization.

My most recent experience includes executive support at Global Professional Solutions (GPS), Inc. to the company and various federal government agencies. As an asset to GPS, I completed a TS/SCI clearance which allowed me to qualify for contracting employment with the federal government. My executive supportive experience includes schedule management and coordination, time management and production of documents to support executive presentations that offered overall organizational status updates.

With my attention to detail and drive to offer the superior production in organizational support, I will be an asset to any assignment. Professionalism, organization, and leadership are only a small portion of the skills I offer.

Given my professional experience and collegiate training in the field of executive support, I am confident I will make an excellent addition to an executive that desires efficient support. At the convenience of your schedule, may we meet to discuss what placement options your organization can provide for my continued success?

I look forward to hearing from you.

Sincerely,

Jane Plane

Enclosure

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