# Резюме помощника руководителя компании (англ.)

TESSA PFEIFER

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833, Presidio Way, San-Francisco, Cal, 94101

Phone... Mobile... Email...

### Executive assistant

Appointing schedule - Travel Arrangements - Meeting Coordination

Document Creation - Travel and Expense Reports - Projects

High Volume Phone Calls

### Profile

Dependable professional with seven years of experience in providing effective and comprehensive support to senior executives, including a COO and company President. Possesses the highest degree of integrity, supported by a flawless record of maintained confidentiality. Adaptable to changing situations and flexible about working overtime and running personal errands for executives. Willing to relocate and travel. Typing 100 wpm.

### Career accomplishments

West Coast Park

Assumed responsibilities of six staff members, saving company 200 000 USD in annual salaries.

Boosted staff moral and improved teamwork by organizing staff outings and being accessible after hours for problem resolution.

Increased efficiency of accounting system by 32% within one month of promotion by streamlining procedures for bookkeepers to process invoices.

Enhanced management team productivity by organizing monthly meetings, where accomplishments, problems and improvements were discussed.

Coordinated annual trade shows.

Oversee calendars, including personal and professional events, for company President and COO.

Suntan, Inc.

Upon hire, redesigned all business forms for greater effectiveness and customer-friendliness.

Increased youth business 41% by creating and implementing an on-line contest.

Developed a direct-mail campaign and accompanying program for high-school students, encouraging responsible indoor training. Provided superior clients interaction to ensure all needs.

### Education: ...

### Language's knowledge, computer skills: ...

Источник - "Резюме, характеристики, рекомендации", "Налоговый вестник"

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