Carly Applicant

999 Main Street, New York 10003

(123) 555-1234

carly.applicant@email.com

CAREER OBJECTIVE

Detail-oriented and highly organized personal assistant well-versed in providing seamless support to C-level executives, as well as independently performing administrative, appointment and travel scheduling, shopping, and event planning responsibilities with effortless efficiency seeks a personal assistant position with a top firm.

CORE QUALIFICATIONS

* Able to process sensitive data and handle all correspondence and dictation with uncompromised integrity and confidentiality.
* Can easily build rapport with clients, vendors, and project stakeholders both in person and in writing.
* Able to leverage education in accounting to accurately balance books and perform budgeting and purchasing functions.
* Always maintains a positive and consummately professional demeanor, with ability to instill the trust and engagement of others.

PROFESSIONAL EXPERIENCE

GLENGARRY INCORPORATED, Columbia, MO

**Personal Assistant to the President***,* September 2016-Present

Provide comprehensive administrative and personal support to founder of boutique financial advising firm, with scope of responsibility that includes dictation, correspondence, office management, vendor relations, appointment scheduling, travel coordination, and event-planning functions.

* Planned all details for highly successful client relations events including golf and tennis resort weekends, seminars on financial planning, and stockholder banquets.
* Sourced and secured cost-effective travel and entertainment vendors reducing travel expenditures by 15%.
* Utilized Adobe Creative Suite to create visually engaging new marketing brochures and a monthly newsletter.

EDUCATION

**Bachelor of Science in Business Administration** (Minor: Accounting)2016; GPA 3.9

University of Missouri, Columbia, MO

*Dean’s List; Graduated Summa cum Laude*

**Technical Proficiencies:** Microsoft Office Suite, QuickBooks, and Adobe Creative Suite. Fluent in Spanish.