**Example of executive secretary CV**

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| **Caroline Mayor** |
| **Executive Secretary – 10 years' experience** |
| 8778 Mountain St., Winnipeg, Manitoba H2S 5K8 Canada  Tel.: 450-787-8788  E-mail: claudine.mayor@email.ca |

**SUMMARY OF SKILLS**

* Experienced, energetic, reliable and detail-oriented executive secretary
* Excellent knowledge of office systems software
* Operational knowledge in accounting
* Bilingual (French/English)

**PROFESSIONAL EXPERIENCE**

2014–2019 **Company XXXX** Winnipeg, MB

**Executive assistant**

**Participation in the development of a new brand of cosmetics**

* Project organization and coordination
  + Management of administrative department teams
  + Negotiation of supplier contracts
  + Management of executive agendas
  + Interface with clients, accountants and internal departments
  + Call screening
* Event organization
  + Planning of meetings, seminars, conferences and forums
  + Coordination of people involved
  + Logistics management
  + Creation of communication tools
  + Booking and management of national and international trips
  + Budget management

2012–2014 **Company YYYY** Brandon, MB

**Executive assistant - Receptionist**

* Secretarial duties
* Greeting of clients and visitors
* Management of executive diaries
* Sending of mail and e-mails to clients and partners
* Organization of executive trips
* Administration and accounting department
* Budget follow-up
* Technical support in preparing files for board meetings
* Invoicing
* Management of holidays, overtime and sick leave

2008-2012 **Company ZZZZ** Brandon, MB

**Office clerk**

* Filing and sorting of documents
* Information search
* Data entry
* Greeting of visitors
* Writing
* Mail management
* Checking of invoice accuracy

**EDUCATION**

* **2010** Certificate in office management
* **2006** College diploma in office systems technology
* **2005** High school diploma