

## Example of executive secretary CV

### 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](mailto:claudine.mayor@email.ca)

#### SUMMARY OF SKILLS

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

#### PROFESSIONAL EXPERIENCE

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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

- o Organization of executive trips
- Administration and accounting department
  - o Budget follow-up
  - o Technical support in preparing files for board meetings
  - o Invoicing
  - o Management of holidays, overtime and sick leave

2008-2012  
**Office clerk**

**Company ZZZZ**

Brandon, MB

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

## EDUCATION

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