**Career Goals**

*A short sentence on your 3 year plan, an example of where you want to go and in what profession*

**Key Attributes and Highlights**

* *Excellent organisational and……*
* *Ability to manage multiple…..*
* *Proven ability to …*
* *Strong communication skills and..*
* *Excellent judgement, tact and discretion*
* *Proven skills, knowledge and experience in……*
* *Accountable and active team player……*

**Professional Experience**

***(Place of Employment****)*

|  |  |
| --- | --- |
| Date | ***(Month Year)* – Present** |
| Position | **Executive Assistant to**  |
| Responsibilities | 1. *Manage the Office of….*
2. *Diary and email management and the ability to proactively manage and organise the (Director, Executive, Manager’s movements)*
3. *Liaison and regular engagement with relevant teams, senior leaders, management, members of parliament, office staff and members of the Board*
4. *Receptivity and flexibility to respond to demanding schedules and short timeframes.*
5. *Greet and escort visitors and provide hospitality.*
6. *Provide high-level secretarial support services…..*
7. *Supervisory responsibilities of ongoing office staff members*
8. *Organised domestic and international travel bookings, including visas, transfers accommodation and all on ground appointments…..*
9. *Distribute invitations, monitor and manage VIPs, ticketing and any special briefs*
10. *Manage and monitor of financials including budget, reconciling credit card expenses, invoices and re-allocation and forecasting of budget*
11. *Prepare travel itineraries to ensure seamless journeys*
12. *Manage events including drafting of briefings, liaison with key contacts*
13. *Attend and coordinate board meetings, take minutes, manage actions and follow up actions*
14. *Coordinate meeting logistics including online conference calls (Australia and Overseas) including venue, catering and dietaries*
15. *Chair of internal Executive Assistant Network meetings and provided learning and development opportunities*
16. *Plan and organised client events/functions/presentations*
17. *Maintained CRM Database and continued to educate team members on usage*
18. *Active and valuable contributor and speaker to invited Executive Assistant Conferences*
 |

**Organisation**  (Month) 2017 – (Month) 2019

***List tile and level if government role***

Executive Assistant (APS4)

**Organisation** (Month) 2012 – (Month) 2017

Administration Assistant (APS 5)

**Organisation**  (Month) 2010 – (Month) 2012

Administration Assistant (APS 4)

***Qualifications and Training Courses (only list last 5-10 years)***

***List all qualifications and courses attended***

***Security Clearances***

* *Successful completion of EA Leadership Program conducted by Capital EA (Year)*
* *Member of EA Networks and Fellow of Australian Institute of Office Professionals*

***Computer Skills***

***List all technology you are proficiently able to confidently utilise***

*Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Microsoft Planner, Microsoft Teams, Nitro Pro, Jobadder, Trello, Lotus Notes, Office365, InDesign, Xero Finance*

***Referees***

Contacts including current employer available on request