



Genevieve Smith

EXECUTIVE ASSISTANT

Personal Profile

Highly motivated, multi-lingual administrative professional with 5 years of experience providing executive level support. Self-starter with exceptional interpersonal and organisational abilities, and a proven history of managing multiple projects simultaneously while supporting daily office operations.

Areas of Expertise

- Managing files, records, and documents
- Performing accounting functions
- Managing calendars
- Customer Service
- Training and supervising personnel
- Developing policies and procedures
- Writing and Editing

Professional Experience

AZURE RESORT, FORT WORTH, TX **May 2017- Present**
Executive Assistant

- Draft and edit executive-level presentations, memorandums, and correspondence
- Arrange business travel and complete lengthy expense reports for international and domestic trips

SEVEN SEAS, AUSTIN TX **Sept 2014 - Present**
Assistant to Vice President

- Greeted clients upon arrival and notified appropriate staff
- Sorted incoming mail, and managed all outgoing mail and packages
- Conducted Internet research and developed requested reports using Word and Excel

Contact

75 N. Bohemia Drive
Yorktown, VA 23693

+90 838 3463 8823
genevievesmith@email.co

Education

FORT WORTH INSTITUTE
FORTH WORTH, TX

Business Management and
Administration

References

AMANDA HILLS
English Professor
570-490-1618

WILLIAM HENDERSON
Business Management Professor
786-261-5991