Candidate #A-1006

Executive Assistant · 5 years experience

Candidate ID: A-1006

Category: Admin **Experience:** 5 yrs **Location:** Manila, Philippines **English:** C2 **Fee:** A$1,400/mo

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Employer names, personal contact details, and identifying information have been removed.
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PROFESSIONAL SUMMARY

I'm a senior executive assistant with five years supporting C-suite executives at Australian companies. I handle board pack preparation, complex diary management, minute-taking, expense reporting, and confidential correspondence. I've worked in financial services and professional services environments where accuracy, discretion, and speed are non-negotiable. I'm a strong writer with advanced Microsoft Office skills and experience in Zoom, Teams, and Slack.

SKILLS

Executive diary management | Board pack preparation | Minute taking | Expense reporting | Microsoft Office (Word/Excel/PowerPoint)

WORK EXPERIENCE

Executive Assistant

AU financial services firm · 2020-09 – Present

Supported CEO and two GMs. Produced board packs, managed 4 overlapping calendars, and coordinated investor events.

Senior Admin Officer

PH professional services firm · 2019-01 – 2020-08

Provided administrative support to three directors and managed the office operations team.

CERTIFICATIONS

* **Diploma in Business Administration**
  De La Salle University · 2018-04 · Verified by Adept