

### NAME WITHHELD

1234 5th AVENUE, SAN FRANCISCO, CA 94123, 123.456.1234, SOMEONE@SOMEWHERE.COM

#### **SUMMARY OF QUALIFICATIONS**

I am a highly driven, personable, and creative professional with valuable experience providing support to executives in high-profile law firms, venture capital firms and organizations within the hospitality industry. I hope to bring my strong professional background, education, and skills to a rewarding role in an exciting, influential organization. Key strengths include:

- Dynamic Professional who successfully prioritizes and multitasks while wearing many “hats.”
- Strong Communicator with the ability to collaborate effectively with diverse clientele.
- Organized Project Manager with meticulous attention to detail while meeting all deadlines.
- Innovative Problem-Solver who thinks outside the box to find effective, permanent solutions.
- Attentive Listener with unique ability to adapt to individual traits and working styles.

#### **PROFESSIONAL EXPERIENCE**

##### **LEGAL SECRETARY**

, APRIL 2002 – PRESENT

HARDING & SMITH, LLC, SAN FRANCISCO, CA

As Legal [Secretary](#), I provide support for one tax of counsel, one attorney, and one senior paralegal. Key responsibilities include:

- Manage Trusts, Estates, and Non-Profit Organization Processing for four partners and five attorneys.
- Draft and edit correspondence, prepare briefings, and assist with paralegal tasks.
- Assist non-profit organizations in obtaining tax-exempt status.
- Serve as chief liaison between the TENO paralegal and other legal secretaries.

### *Key Achievements:*

- First out of 20 administrative assistants to be promoted to Legal Secretary position, within 5 months.
- Increase [paralegal](#) productivity by 40% by providing consistent support during estate planning process.
- Increased productivity despite loss of existing support personnel.
- Consolidated paper trail and conserved office resources by digitizing hard-copy files.

### **EXECUTIVE ASSISTANT,**

MARCH 2000 – APRIL 2002

MCMILLAN INVESTMENTS, SAN FRANCISCO, CA

As [Executive Assistant](#), I provided ongoing support to investment the Vice President, Associates and Analysts. General duties included:

- Acted as liaison between clients and VPs.

- Compiled and organized information for board meetings and negotiations.
- Created client presentations and conducted related research.
- Coordinated C-level calendar events, meetings, and travel arrangements.
- Maintained client profiles, institutional databases, and master files for both current and new clients.

### **EXECUTIVE ASSISTANT,**

OCTOBER 1999 – FEBRUARY 2000

GREEN SOURCE FUNDS, SAN FRANCISCO, CA

- Managed busy calendar, coordinated meeting schedule.
- Provided research support to Marketing Director.
- Consistently demonstrated strong attention to detail and ability to multitask within this fast-paced, high-pressure work environment.

### **EXECUTIVE ASSISTANT,**

MAY 1997 – AUGUST 1999

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

- Provided technical and administrative support to the Dean.
- Assisted high-level clients as a client services specialist.
- Provided exceptional customer service to distinguished, demanding and deserved clientele.
- Assisted German-speaking guests with requests regarding internal and external hotel services.

### EDUCATION

**B.A.: BUSINESS ADMINISTRATION, HUMAN RESOURCES,  
SPRING 2002**

GOLDEN GATE UNIVERSITY, SAN FRANCISCO, CA