

Ivy Fisher

Administrative Assistant, Executive and Office Support

📞 (817) 555-6138

✉ ivy.fisher@example.com

🌐 linkedin.com/example/ivyfisher

📍 Fort Worth, TX 76107

STRENGTHS

- 📅 **Executive coordination**
Protected preparation time for three Vice Presidents across time zones, and leaders relied on clear calendar choices.
- ✓ **Meeting readiness**
Built complete meeting packets from scattered inputs. A final review often caught details others had missed.
- ⚙️ **Operational judgment**
Routed technology, facilities, and visitor issues through appropriate partners, keeping office needs moving smoothly.
- ✂️ **Adaptable support**
Balanced travel changes, executive requests, and office priorities in real time, with colleagues seeking practical options.
- 👥 **Stakeholder service**
Welcomed visitors and supported remote teams with clear updates. Small communication choices made coordination easier.

SKILLS

Executive Support

Calendar Management

Meeting Coordination

Domestic Travel

Expense Processing

Office Administration

Microsoft Office PowerPoint

Outlook Project Management

AI Workflows

Stakeholder Communications

Visitor Access Problem Solving

Spanish

SUMMARY

Administrative Assistant with 10 years of experience supporting **Vice Presidents, senior leaders**, and distributed teams across **international business** environments. Manages complex calendars, **meeting logistics**, domestic travel, expense processing, presentations, communications, visitor access, and daily office operations with accuracy and discretion. Coordinates local and remote stakeholders while keeping conference rooms, workspaces, supplies, mail, catering, and team events ready for business needs. Uses Microsoft Office, PowerPoint, Outlook, Word, Excel, project management methods, and AI assisted workflows to reduce repetitive preparation and improve follow through. Professional Spanish communication supports regional colleagues and visitors. Brings practical judgment, adaptability, prioritization, and steady collaboration across IT, facilities, security, vendors, and executive teams.

EXPERIENCE

Senior Administrative Assistant

Blue Mesa Components 📅 January 2023 - Present 📍 Fort Worth, TX

Provides executive and operational support for three Vice Presidents leading North American and Latin American commercial functions. Owns calendar coordination, travel, expenses, presentations, stakeholder communications, office readiness, visitor logistics, and AI assisted administrative workflows across onsite and remote teams.

- Supported three **Vice Presidents** across time zones, protecting preparation time for critical business reviews.
- Coordinated **domestic travel**, lodging, transportation, and expenses, resolving documentation exceptions before monthly close.
- Built PowerPoint decks, briefing packets, **agendas**, and leadership communications from varied contributor inputs.
- Triaged executive, employee, vendor, and visitor requests, routing information clearly across remote teams.
- Prepared **conference rooms**, supplies, catering, **visitor access**, and team events with IT and facilities.
- Introduced human reviewed AI drafts for summaries and **communications**, reducing repetitive preparation while protecting confidentiality.

Executive Administrative Assistant

Trinity Industrial Solutions 📅 May 2020 - December 2022 📍 Arlington, TX

Supported two senior executives and leadership teams through calendar planning, operating meetings, travel logistics, expense reporting, workspace coordination, and polished executive materials. Partnered with facilities and IT during office changes while serving local and remote employees in a busy onsite environment.

- Supported two senior executives through calendar planning, recurring meetings, travel, expenses, and deadline tracking.
- Managed meeting preparation from scheduling through distribution of agendas, **presentations**, and follow up materials.
- Used Outlook, Word, Excel, and **PowerPoint** for accurate records and polished executive communications.
- Coordinated workspace reconfiguration with **facilities** and **IT** without interrupting scheduled leadership meetings.
- Managed **conference rooms**, shared spaces, supplies, mail routing, catering, and visitor logistics.
- Used professional **Spanish** communication with regional colleagues and visitors during scheduling and travel coordination.

Administrative Assistant

Red River Business Systems 📅 July 2016 - April 2020 📍 Dallas, TX

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Senior Administrative Assistant at Blue Mesa Components (3.8 Years)
- Executive Administrative Assistant at Trinity Industrial Solutions (2.6 Years)
- Administrative Assistant at Red River Business Systems (3.8 Years)
- Office Assistant at Prairie Oak Services (2 Years)

Supported directors and department leaders with calendars, meetings, travel, expenses, correspondence, presentations, office services, and issue tracking. Balanced concurrent requests across departments, identified conflicts early, and coordinated vendors, support teams, and event logistics.

- Supported directors with calendars, meetings, travel bookings, expenses, correspondence, and presentation preparation.
- Tracked concurrent project schedules, identified conflicts early, and offered practical alternatives for leaders.
- Prepared PowerPoint decks, spreadsheets, memos, and packets after checking names, dates, and figures.
- Coordinated supplies, mail, workspace requests, **conference rooms**, and visitor arrangements across departments.
- Logged **technology** and facilities issues, tracked open items, and communicated status until resolution.
- Organized team meals, recognition events, and departmental meetings within approved budgets and timelines.

Office Assistant

Prairie Oak Services 📅 June 2014 - June 2016 📍 Irving, TX

Provided front office and administrative support while completing college coursework. Coordinated appointments, calendars, documents, mail, supplies, visitor access, and routine employee requests while building practical **prioritization** and **problem solving** skills.

- Coordinated appointments, document preparation, mail, supplies, and employee requests during college coursework.
- Maintained shared calendars and room schedules, updating participants when timing or locations changed.
- Prepared **Word**, **Excel**, and PowerPoint materials, proofreading routine communications before distribution.
- Supported visitor check in and access coordination, directing guests to appropriate contacts.
- Tracked supply levels and submitted replenishment requests before critical office materials ran out.
- Prioritized simultaneous requests from managers, employees, vendors, and visitors by urgency and business impact.

PROJECTS

Executive Meeting Operations 📅 2024

Created a repeatable meeting preparation workflow for agendas, presentations, briefing packets, contributor inputs, and follow up materials. Leaders received clearer information with less repetitive preparation.

AI Assisted Administrative Workflow 📅 2023

Introduced human reviewed AI drafts for routine summaries and communications. The workflow reduced repetitive preparation while protecting confidential executive information and professional standards.

LEADERSHIP & AWARDS

- Recognized by executive leaders for dependable calendar protection and accurate preparation across competing priorities.
- Selected to coordinate workspace reconfiguration, visitor logistics, and office readiness with facilities and IT partners.
- Trusted with regional Spanish communication and sensitive executive materials across international business functions.

EDUCATION

Bachelor's Degree in Business Administration

University of North Texas 🎓 GPA: 3.5 📅 2016 📍 Denton, TX

Coursework: Business communication, project management, operations management, organizational behavior

CERTIFICATIONS

- Microsoft Office Specialist: PowerPoint Associate 📅 2021
- Google Project Management Certificate 📅 2022

TECHNICAL SKILLS

- **Microsoft Office:** PowerPoint, Outlook, Word, Excel
- **Executive Support:** Calendar management, meeting logistics, briefing packets
- **Travel Administration:** Domestic travel, lodging, ground transportation
- **Expense Administration:** Expense processing, documentation review, reconciliation
- **Office Operations:** Workspace setup, supplies, mail distribution
- **Meeting Materials:** Agendas, presentations, communications
- **Visitor Services:** Visitor access, guest coordination, security needs
- **Facilities Coordination:** Workspace issues, conference rooms, equipment moves
- **IT Coordination:** Technology issues, equipment support, issue tracking
- **Project Management:** Project planning, deadline tracking, process improvement
- **Communication Tools:** Email communication, stakeholder updates, remote coordination
- **Event Logistics:** Catering, team events, office activities

PROFESSIONAL AFFILIATIONS

- Professional association participant focused on administrative operations, executive support, and office coordination.
- Internal cross functional partner with IT, facilities, security, vendors, and remote team representatives.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST