



Laura Bennett

Contact

+1 555 332 8841
laura.bennett@email.com

About Me

Administrative professional with 14 years of experience providing office administration and executive support across consulting and professional services settings. I manage complex calendars and meetings, prepare reports and documentation, and maintain accurate records while supporting client and staff communication. I aim to keep office operations

Skills

- Office Administration
- Executive Support
- Calendar
- Document Preparation
- Microsoft Office
- Customer Service
- Office Coordination
- Records Management

Education

- **Diploma in Business Administration**
Seattle Community College

Experience

- **Senior Administrative Assistant** 2022 - Present
Horizon Consulting Group
Provide executive support to partners and senior staff, managing multiple calendars and coordinating complex meetings across time zones.
- **Administrative Assistant** 2019 - 2022
BrightCore Solutions
Supported two department directors with calendar management, meeting logistics, and travel coordination.
- **Office Administrator** 2017 - 2019
Meridian Business Services
Managed daily office operations including reception duties, supply inventory, and vendor coordination.
- **Administrative Coordinator** 2015 - 2017
Nova Digital Services
Coordinated meeting schedules, prepared briefing materials and meeting minutes, and supported project teams with document preparation.
- **Office Assistant** 2013 - 2015
Global Commerce Group
Performed reception and administrative tasks, managed filing systems, and supported calendar scheduling for a small executive team.
- **Administrative Intern** 2012 - 2013
City Corporate Services
Supported administrative team with records organization, document preparation, and client correspondence. Gained foundational experience in office coordination and Microsoft Office applications.

References

Sarah Collins

Office Manager / Horizon Consulting Group
Phone: +1 555 991 4422
Email: sarah.collins@horizonconsulting.com

Daniel Foster

Operations Director / BrightCore Solutions
Phone: +1 555 775 6633
Email: daniel.foster@brightcore.com

Experience Details

● Senior Administrative Assistant

2022 - Present

Horizon Consulting Group

Provide executive support to partners and senior staff, managing multiple calendars and coordinating complex meetings across time zones. Prepare client-facing documents, monthly reports and presentations using Word and PowerPoint. Maintain contract and client records, streamline filing processes, and act as primary contact for client scheduling and office requests.

● Administrative Assistant

2019 - 2022

BrightCore Solutions

Supported two department directors with calendar management, meeting logistics, and travel coordination. Drafted and formatted reports, correspondence, and internal documents; maintained shared team files and records.

● Office Administrator

2017 - 2019

Meridian Business Services

Managed daily office operations including reception duties, supply inventory, and vendor coordination. Maintained physical and electronic records, prepared regular operational reports, and organized team calendars and conference room bookings. Improved document retrieval processes and updated records management procedures to ensure compliance and quick access to client files.

● Administrative Coordinator

2015 - 2017

Nova Digital Services

Coordinated meeting schedules, prepared briefing materials and meeting minutes, and supported project teams with document preparation. Handled client communications, arranged logistics for workshops and vendor visits, and maintained office records and contact databases. Supported onboarding for new staff with workspace setup and access provisioning.

● Office Assistant

2013 - 2015

Global Commerce Group

Performed reception and administrative tasks, managed filing systems, and supported calendar scheduling for a small executive team. Assisted with document scanning, data entry, and basic report preparation to support daily office needs.

● Administrative Intern

2012 - 2013

City Corporate Services

Supported administrative team with records organization, document preparation, and client correspondence. Gained foundational experience in office coordination and Microsoft Office applications.