

Leona Baxter

C-Level Executive Assistant

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(123) 456-7890

Washington, D.C.

[LinkedIn](#)

WORK EXPERIENCE

International Monetary Fund

C-Level Executive Assistant

Washington, D.C. | 2019 - current

- **Reduced budget variances by 21%** through tracking and managing expenses on Expensify
- Prepared concise PowerPoint Presentations to reduce meeting durations by 7%
- Boosted document retrieval time by 47% using Google Drive for centralized access
- Achieved 97% on-time meeting attendance by CEO by using Calendly to manage schedules

Smith & Associates

Senior Executive Assistant

Washington, D.C. | 2016 - 2019

- Created Excel expenses reports accurately, accelerating executive reimbursements by 82%
- Facilitated 13 Google Meet sessions for top executives to save \$10M on annual travel and boarding expenses
- Maintained high-value persons contacts and correspondence on HubSpot, generating 67% new business
- **Minimized admin work by 23%** by centralizing email communications on Mailchimp

The Carlyle Group

Executive Assistant

Washington, D.C. | 2012 - 2016

- Updated important contact information on CRM, reducing errors by 31%
- Increased executive response turnaround to urgent matters to 92% by streamlining workflow on Asana
- Provided support to top-level executives with confidential information flow and expedited decision-making by 43%
- Enhanced proper planning for travel and boarding services through **collaboration with service providers on Jira to achieve a 99% satisfaction rate from executives**

SKILLS

- Mailchimp
- Microsoft Excel
- Jira
- Google Meet
- HubSpot
- Expensify
- Google Drive
- Calendly
- GoToMeeting
- Google Analytics
- Asana

EDUCATION

Bachelor of Arts Management, Leadership, and Innovation

Georgetown University

2008 - 2012

Washington, D.C.