

Byron Telnor

Executive Administrative Assistant

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San Francisco, CA

[in](#) LinkedIn

WORK EXPERIENCE

Forward

Executive Administrative Assistant

San Francisco, CA | 2017 - current

- Managed complex schedules and scheduling for company executives utilizing Gsuite.
- Compiled receipts to file expense reports and track reimbursement status.
- Set up and ran Kissflow (expense management software), which saved 20+ hours of manual effort each month.
- Planned and coordinated external meetings, which included cross functional teams, stakeholders, and outside vendors.
- Wrote speeches for CEO by learning his voice and way of thinking. Collectively the speeches were heard by over 10,000 people in 2 years.
- Received and directed external visitors. Launched an official tour program which was delivered about 2 times every month.

Ronio's Bar

Bartender

San Francisco, CA | 2016 - 2017

- Quickly developed relationships with customers and maintained a positive attitude while servicing up to 8 tables during prime-time hours.
- Maintained up-to-date knowledge of the menu and specials of the day to proactively recommend appetizers and main courses to diners leading to a reduction in inventory waste of 10%.
- Improved average check size by 25% during tenure by learning best practices from more senior servers and other management staff.
- Delivered prompt, accurate service while simultaneously assisting bartenders on an as-needed basis.

SKILLS

Google Suite (Calendar, Gmail, Meet)

Event Planning

Speechwriting

Microsoft PowerPoint

Microsoft Word

Microsoft Excel

Microsoft Outlook

Slack

Travel arrangements

Expense management (Kissflow)

EDUCATION

Tulane University

Bachelor of Science

English

2012 - 2016

New Orleans, LA