

Gavin Lewis

Calendar Management Executive Assistant

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(123) 456-7890

Boston, MA

[LinkedIn](#)

WORK EXPERIENCE

Vertex Pharmaceuticals - Executive Assistant

2021 - current

Boston, MA

- Managed travel itineraries and appointments for executives using Microsoft Outlook, resulting in a 28% reduction in unplanned expenses.
- Leveraged Google Calendar to follow up on pharmaceutical project milestones, *improving project delivery times by 16%*.
- Set up automated meeting reminders in Microsoft Teams, leading to a 43% decline in missed meetings.
- Administered a critical drug development project timeline in Asana which allowed the team to complete tasks 12 days ahead of schedule.

State Street Corporation - Administrative Assistant

2019 - 2021

Boston, MA

- Oversaw the scheduling and technical setup for weekly virtual town halls on Zoom, accommodating 310+ attendees from global locations.
- Established Slack usage guidelines to enhance communication clarity, reducing miscommunication incidents by 22%.
- Integrated a Microsoft Excel-driven system to *predict office supply usage, slashing excess inventory costs by \$4,256*.

CyberArk - Office Assistant

2018 - 2019

Newton, MA

- Implemented Calendly's analytics feature to *track and report a 26% decrease in no-show rates for critical client meetings*.
- Supervised the reception area, greeting and assisting 140+ visitors every week, achieving a 94% positive feedback rating.
- Streamlined the office supply restocking process using Trello, lowering the time taken to reorder supplies by 11 days to maintain uninterrupted office operations.

EDUCATION

Bat State College - Associate Degree in Business Administration

2017 - 2019

Boston, MA

SKILLS

Microsoft Outlook; Google Calendar; Microsoft Teams; Zoom; Calendly; Asana; Trello; Slack; Evernote; Microsoft Excel