





# OLIVIA CAMPOS

## Executive Assistant

### CONTACT

oliviac11@gmail.com   
(123) 456-7890   
Pittsburgh, PA   
[LinkedIn](#) 

### EDUCATION

Associate of Arts  
Psychology  
Community College of Allegheny  
County  
Pittsburgh, PA  
2015 - 2017

High School Diploma  
Mount Lebanon Senior High  
School  
Mount Lebanon, PA  
2011 - 2015

### SKILLS

Microsoft Word  
Microsoft PowerPoint  
Microsoft Excel  
Microsoft Outlook  
Scheduling (Outlook, Calendly)  
Transcription  
Telephone etiquette  
File/ record maintenance  
Google Apps  
Slack

### CAREER OBJECTIVE

Experienced Executive Assistant eager to progress in my career at a cutting edge tech company like Duolingo. My attention to detail and desire to streamline processes have made me an assistant that takes ownership and makes meaningful impact.

### WORK EXPERIENCE

#### Executive Assistant

Idelic / 2019 - current / Pittsburgh, PA

- Managed executive schedules and coordinated executive communications, including taking calls, responding to emails, and interfacing with clients and team members.
- Led the introduction of Calendly, which improved employee satisfaction with scheduling by 65% as measured by a poll.
- Maintained organization and ease of document access by taking memos, maintaining files, and organizing documents.
- Coordinated internal and external events, including our annual company-wide conference which drew over 400 attendees in 2019.
- Greeted incoming guests and answered business calls acting, as the main point of contact in the reception area.
- Introduced an Excel spreadsheet to track office supply levels, which largely automated the re-ordering alert process and saved 6 hours every week.

#### Server

La Palapa / 2017 - 2019 / Pittsburgh, PA

- 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.