

ALIYAH COPPER

Executive Assistant to CEO

CONTACT

acopper23@gmail.com 
(123) 456-7890 
Washington, DC 
[LinkedIn](#) 

EDUCATION

B.S.
Philosophy
University of Colorado, Denver
Denver, CO
2013 - 2017

SKILLS

Google Workspace (Docs, Sheets,
Slides, Forms, Calendar)
Spanish (bi-lingual)
Microsoft Office Suite (Word,
Outlook, PowerPoint, Excel)
Slack
Zoom
Expense reports
Written communication

WORK EXPERIENCE

Executive Assistant to the CEO

Rosario School / 2019 - current / Washington, DC

- Completed a broad variety of administrative tasks for the CEO, including managing an extremely active calendar of appointments, drafting email correspondence, and completing expense reports.
- Handled executive communication, including taking calls, responding to emails, and interacting with internal and external stakeholders (which included Board of Trustees members, donors, and senior staff members).
- Planned, coordinated, and ensured the CEO's schedule was followed and respected. Operated as a "gatekeeper" in order to successfully manage the CEO's time and office.
- Researched, prioritized, and followed up on incoming issues and concerns addressed to the CEO then determined the appropriate course of action.
- Coordinated a variety of logistically complex meetings such as quarterly Board of Trustees meetings, staff retreats, and large-scale meetings for the all-school staff.
- Followed up on contacts made by the CEO and supported the cultivation of ongoing relationships.
- Maintained a comprehensive and well-organized school calendar with reporting deadlines and filing systems for paper and electronic documents.

Executive Assistant

PBS / 2017 - 2019 / Arlington, VA

- Managed the day-to-day operations for executives including calendar scheduling, meeting note-taking, email maintenance, and handling phone calls.
- Tracked and submitted all expense reports to internal tool for several executives. Created a spreadsheet to streamline the process that is used company-wide.
- Made all travel arrangements for Chief Programming Executive and her staff.
- Provided administrative support by drafting correspondence, updating/maintaining spreadsheets, and creating/modifying/maintaining documents.