

# ARIA CALDWELL

## Executive Assistant

✉ a.caldwell@email.com

☎ (123) 456-7890

📍 McLean, VA

## CAREER SUMMARY STATEMENT

Experienced executive assistant with a 10-year experience in driving efficiency, boosting productivity, and supporting delivery of exceptional services in different working environments. Trusted team player with exceptional technical, organizational, and communication skills.

## WORK EXPERIENCE

### Executive Assistant

#### Capital One Financial Corporation

📅 2018 - current 📍 McLean, VA

- Implemented horizontal filing system, which boosted office efficiency by 37%
- **Saved \$3.1K by automating manual reporting system** by embracing Google Suite
- Analyzed expenses reports on Excel and identified 17% overpayments
- Centralized customer relationship functions on Salesforce, achieving an 89% satisfaction rating

### Personal Assistant

#### McGuireWoods LLP

📅 2015 - 2018 📍 Charlottesville, VA

- Tracked expenses on Concur, ensuring value for money paid
- Renegotiated phone service contract, which saved \$1.7K in quarterly bills
- **Improved project completion timelines by 31%** through collaborating team efforts on Asana

### Receptionist

#### WillowTree, LLC

📅 2013 - 2015 📍 Charlottesville, VA

- Managed CRM database maintenance and updates that reduced errors to 4%
- Shared minute summaries to relevant parties, **expediting the front office decision-making process by 41%**
- Leveraged Google Calendar and Microsoft Outlook in meeting schedules with a 97% success rate

## EDUCATION

Bachelor of Science  
Commerce

#### University of Virginia

📅 2009 - 2013

📍 Charlottesville, VA

## SKILLS

- Google Suite
- Microsoft Outlook
- Microsoft Excel
- Google Calendar
- Asana
- Slack
- Salesforce
- Concur
- Horizontal Filing System

## CERTIFICATIONS

- Certified Administrative Professional