

Kivon Riley

Senior Executive Assistant

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(123) 456-7890

New York, NY

 [LinkedIn](#)

Work Experience

Current – Senior Executive Assistant

2017 - current

New York, NY

- Supported CEO with calendar management including scheduling meetings, coordinating events, and balancing shifting priorities.
- Edited two chapters and received an acknowledgement in CEO's business book Zero to One.
- Coordinated internal and external meetings including all-hands meetings, board meetings, off-site meetings, one-on-one meetings, and two annual conferences.
- Liaised with senior leaders both inside and outside of the company, using effective communication.
- Maintained sensitive and complex calendars, requiring coordination with other senior leaders.
- Launched a monthly industry networking lunch with an average attendance of 23 professionals.
- Handled telephone coverage as needed, including by responding to inquiries, routing calls, and taking detailed messages.

EMD Diamonds – Executive Assistant

2014 - 2017

New York, NY

- Provided general administrative support to the Executive Operations Manager and CEO.
- Created the template for the quarterly board meeting presentation in Microsoft PowerPoint, and worked closely with the CEO to finalize all presentations.
- Maintained sensitive and complex calendars, requiring close coordination with other senior leaders.
- Worked closely with the finance administrator to manage accounts receivable and daily deposits.
- Conducted technical record keeping that followed all best accounting and budgeting procedures.
- Managed outgoing packages by ensuring proper labeling and packaging. Kept detailed records of all incoming packages.

Education

Maspeth High School – High School Diploma

2010 - 2014

Queens, NY

Skills

MS Office (Word, PowerPoint, Excel, Outlook), Google Calendar, Gmail, Scheduling (Calendly), Travel arrangements, Slack, Relationship building, File management