

Sarah J. Jenkins

Executive Assistant

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San Francisco, CA

Professional Summary

Highly organized and detail-oriented Executive Assistant with over 8 years of experience supporting C-suite executives at high-growth technology firms. Proven track record of optimizing calendar management, streamlining complex travel logistics, and coordinating cross-functional projects. Specialized in managing confidential information, improving administrative workflows, and driving operational efficiency to maximize executive productivity.

Certifications & Licences

Certified Administrative Professional (CAP) International Association of Administrative Professionals	2021
Nimbus Office Specialist (MOS) Master Nimbus Corporation	2020
Commissioned Notary Public State of California (Commission No. 9876543)	2022

Core Skills

Executive Support:	Calendar Management, Travel Coordination, Meeting Minutes, Expense Reporting (Concur, Expensify)
Project Coordination:	Cross-Functional Collaboration, Event Planning, Project Tracking (Asana, Jira), Client Relations
Technical Proficiency:	Nexa Workspace, MS Office Suite (Word, Excel, PowerPoint), Slack, Zoom, DocuSign

Professional Experience

Senior Executive Assistant to the CEO	Oct 2023 – Present
<i>Vertex Technologies</i>	<i>San Francisco, CA</i>

- Direct daily administrative support for the Chief Executive Officer, managing an active calendar of 40+ weekly meetings and resolving scheduling conflicts proactively.
- Orchestrate end-to-end travel logistics (domestic and international) for 15+ business trips annually, reducing travel expenses by 12% through strategic booking.
- Coordinate monthly board meetings and quarterly leadership summits, preparing agendas, compiling presentations, and documenting action items for 12 board members.
- Serve as the primary liaison between the CEO and internal department heads, ensuring smooth communication and timely completion of key operational deliverables.

Executive Assistant to the VP of Engineering & VP of Product	Aug 2020 – Oct 2023
<i>Nimbus Solutions</i>	<i>San Francisco, CA</i>

- Managed calendars, inbox prioritization, and travel itineraries for two high-profile executives, screening over 200 emails daily.
- Standardized department expense reporting processes, decreasing report processing time by 25% across the 80-person engineering department.
- Planned and executed a 3-day annual engineering offsite for 120 attendees, managing a \$45,000 budget and negotiating contracts with vendors to save 10%.
- Designed and implemented a new digital filing system for confidential contract documentation, improving retrieval times by 40%.

Administrative Assistant	Jun 2018 – Aug 2020
<i>Nexa Resources</i>	<i>San Jose, CA</i>

- Maintained reception desk and greeted high-value corporate clients, directing them to appropriate meetings and maintaining a professional environment.
- Coordinated logistics for weekly company-wide meetings, managing audio-visual equipment setup, catering, and seating arrangements for 60+ employees.
- Managed inventory and purchasing of office supplies, saving \$5,000 annually by auditing vendors and establishing bulk-ordering protocols.
- Drafted, edited, and proofread correspondence, memos, and reports for senior management, ensuring flawless presentation.

Education

Bachelor of Arts in Business Administration	Graduated May 2018
<i>San Francisco State University</i>	<i>San Francisco, CA</i>