



# Genevieve Smith

EXECUTIVE ASSISTANT

## Personal Profile

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Highly motivated, multi-lingual administrative professional with 5 years of experience providing executive level support. Self-starter with exceptional interpersonal and organisational abilities, and a proven history of managing multiple projects simultaneously while supporting daily office operations.

## Areas of Expertise

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- Managing files, records, and documents
- Performing accounting functions
- Managing calendars
- Customer Service
- Training and supervising personnel
- Developing policies and procedures
- Writing and Editing

## Professional Experience

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**AZURE RESORT, FORT WORTH, TX**                      **May 2017- Present**  
Executive Assistant

- Draft and edit executive-level presentations, memorandums, and correspondence
- Arrange business travel and complete lengthy expense reports for international and domestic trips

**SEVEN SEAS, AUSTIN TX**                                      **Sept 2014 - Present**  
Assistant to Vice President

- Greeted clients upon arrival and notified appropriate staff
- Sorted incoming mail, and managed all outgoing mail and packages
- Conducted Internet research and developed requested reports using Word and Excel

## Contact

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Yorktown, VA 23693

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## Education

**FORT WORTH INSTITUTE**  
**FORTH WORTH, TX**

Business Management and  
Administration

## References

**AMANDA HILLS**  
English Professor  
570-490-1618

**WILLIAM HENDERSON**  
Business Management Professor  
786-261-5991