

Sarah Jones

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Summary of Qualifications

- Exceptionally organized personal assistant with 5+ years' experience in both private and corporate sectors
- Detail-oriented, self-motivated professional with demonstrated ability to learn on the go, multitask, and meet ambitious deadlines
- IAAP certified and skilled in QuickBooks, Microsoft Office 365, and Dropbox

Experience

Personal Assistant, 2017 - present

Person A | Springfield, WA

- Schedule all personal and professional meetings, and remind executive of upcoming appointments
- Manage confidential documents and correspondence with discretion, including those related to medical appointments and procedures
- Input and organize contact information of more than 500+ personal and professional contacts
- Designed an innovative file management system for both personal and business documents that saves the client valuable time every week

Office Manager, 2015 - 2017

Company A | Springfield, WA

- Reviewed expenses and negotiated with vendors to save the client more than \$3,000 in overcharges and unnecessary spending in fiscal year 2017
- Identified and purchased materials to restock office supplies

Administrative Assistant, 2012 - 2015

Company B | Springfield, WA

- Planned all company events, including facilitating vendor selection and negotiation, purchasing, and invitations
- Created presentations for executives in Microsoft PowerPoint
- Arranged travel and accommodations for executives, including transportation to and from the airport

Education

Bachelor of Arts — English, 2012
Springfield College, Springfield, WA

Special Skills

- IAAP certified
- Skilled in Microsoft Office 365, QuickBooks, Dropbox
- Fluent in Spanish, both written and spoken
- Excellent time-management skills
- Able to swiftly and accurately take notes during meetings