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SABRA BIEBER

Executive Administrative Assistant



+1 545 245 2452



sabra-bieber@email.com



Seattle, WA, United States






Education






University of Washington






2015 - 2019






United States, Seattle, WA






Skills






Calendar Management     






Multi-tasking     

Project Management     

Microsoft Office Suite     

Event Planning     



Scheduling     

Data Entry     

Languages

 French (fluent)  German (advanced)

Hobbies

 Drawing
 Photography

Professional summary

Highly skilled executive administrative assistant with over 4 years of experience supporting C-level executives in fast-paced corporate environments. Proven ability to manage complex calendars, coordinate travel arrangements, and facilitate seamless communication between executive leadership and internal/external stakeholders.

Experience

TechSolutions Inc.

March 2022 - Now

United States, Seattle, WA

Executive Administrative Assistant

- Provide comprehensive administrative support to the CEO, managing calendars, scheduling appointments, and coordinating travel arrangements.
- Prepare and edit correspondence, presentations, and reports for executive team meetings.
- Act as a liaison between the CEO and internal/external stakeholders.
- Manage expense reports, purchase orders, and invoices, maintaining accurate records and tracking expenses.
- Coordinate logistics for company events, including meetings, conferences, and corporate retreats.

Global Dynamics

October 2019 - February 2022

United States, Seattle, WA

Administrative Assistant

- Supported a team of department managers by managing calendars, scheduling meetings, and organizing office events.
- Assisted in the preparation of documents, presentations, and reports, ensuring accuracy and adherence to company standards.
- Managed office supplies inventory, placing orders as needed and maintaining cost-effective supply levels.