

 (555) 123-4567

 duanemcgraw@gmail.com

 Los Angeles, CA

## EDUCATION

### Bachelor of Arts in Business Administration

University of California, Los Angeles (UCLA)

Graduated: May 2016

### Certified Administrative Professional (CAP)

2022

### Google Workspace Certified

2020

### Microsoft Office Specialist (MOS)

2018

## SKILLS

- Microsoft Office Suite
- Scheduling
- Calendar Management
- Organizational Skills
- Problem Solving
- Data Entry
- Document Preparation

# DUANE MCGRAW

## VIRTUAL EXECUTIVE ASSISTANT

### PROFESSIONAL SUMMARY

Highly organized and resourceful Virtual Executive Assistant with over 9 years of experience providing exceptional administrative support to senior executives and teams. Proven track record of managing schedules, coordinating communication, and ensuring efficient office operations in remote work environments.

### EXPERIENCE

- January 2021 - Now

#### Virtual Executive Assistant

Zenith Technologies / Remote

- Manage the calendar and daily schedule of the CEO, ensuring time was optimized for meetings, travel, and strategic tasks.
- Coordinate international and domestic travel arrangements, including flights, accommodations, and itinerary planning.
- Organize and prepare meeting agendas, presentations, and reports for key executive meetings.

- June 2018 - December 2020

#### Executive Assistant

Blue River Financial / Remote

- Supported the Chief Financial Officer (CFO) in organizing and executing strategic planning meetings and board sessions.
- Managed complex calendar scheduling and synchronized multiple executive calendars to ensure meetings were properly aligned.
- Coordinated virtual and in-person events, including client meetings and quarterly review sessions, ensuring smooth operations and high satisfaction.

- April 2016 - May 2018

#### Administrative Assistant

TechInnovate Solutions / San Francisco, CA

- Provided administrative support to the CEO, handling calendar management, meeting coordination, and email correspondence.
- Assisted in the preparation of proposals, contracts, and client-facing documentation, ensuring proper formatting and accuracy.
- Conducted research and compiled reports on industry trends and competitor analysis to inform decision-making.