

John Robinson

Junior Executive Chief of Staff

CONTACT

(123) 456-7890

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New York, NY

EDUCATION

Bachelor of Science in Business Administration

University of California, Berkeley, CA

Graduated: May 2017

Project Management Professional (PMP)

Project Management Institute,
January 2022

LANGUAGES

- Fluent in English and Spanish

PROFESSIONAL SUMMARY

Results-oriented Junior Chief of Staff with experience supporting executive teams in a fast-paced corporate environment. Proven track record in strategic planning, project management, and improving operational efficiency. Adept at handling confidential information with professionalism and providing executive-level administrative support.

EXPERIENCE

Junior Chief of Staff

2021 - Now

Acme Technologies, New York, NY

- Support the CEO and C-suite executives in all administrative and operational tasks, improving efficiency across the organization by 25%.
- Coordinate high-priority projects, managing timelines, resources, and cross-functional teams to achieve business goals.
- Streamline internal communication processes, reducing response time for executive queries by 15%.
- Manage a team of 5 direct reports, overseeing scheduling, travel arrangements, and other administrative tasks.

Executive Assistant

2018 - 2020

Global Enterprises, New York, NY

- Assisted senior executives with daily tasks, including calendar management, meeting coordination, and client relations.
- Developed and maintained reports, presentations, and data analyses for executive decision-making processes.
- Spearheaded internal initiatives aimed at improving organizational effectiveness, resulting in a 20% increase in operational efficiency.
- Led the logistics for multiple high-profile meetings, including board meetings and investor presentations.

SKILLS

Strategic planning	★★★★★
Executive support	★★★★★
Project management	★★★★★
Budget management	★★★★★
Data analysis	★★★★★
Cross-functional coordination	★★★★★
Workflow optimization	★★★★★