



973-275-2302

emil-ortiz@email.com

New York, NY

EDUCATION

Bachelor's of Business Administration

Columbia University, New York, NY
2015 - 2019

- Graduated with honors
- Established Entrepreneurship Club
- Completed an internship with Pulse Bank

SKILLS

- Excellent organizational and time management skills
- Ability to handle sensitive information with discretion and confidentiality
- Attention to detail and accuracy in all tasks
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong communication and interpersonal abilities

LANGUAGES

- Spanish (bilingual)

EMIL ORTIZ

BUSINESS PERSONAL ASSISTANT

PROFESSIONAL SUMMARY

Highly organized Business Personal Assistant with 5+ years of experience. Proven ability to support and streamline the operations of busy executives and entrepreneurs. Proficient in time management, event planning, and travel coordination.

EXPERIENCE

- May 2021 - Now

Personal Assistant to Executive Manager

Momentum Corporation / New York, NY

- Manage executive calendars, scheduling appointments and meetings, optimizing time efficiency.
- Coordinate travel arrangements, including flights, accommodations, and itineraries, ensuring smooth logistics.
- Prepare and edit correspondence, reports, and presentations, maintaining professionalism and confidentiality.

- May 2019 - May 2021

Executive Assistant

Meridian Group / New York, NY

- Supported senior management by prioritizing tasks, managing emails, and screening calls.
- Conducted research and compiled data for reports and presentations, facilitating informed decision-making.
- Organized company events and meetings, handling logistics and catering arrangements.

INTERNSHIPS

- June 2018 - December 2018

Administrative Assistant

Pulse Bank / New York, NY

- Managed office supplies inventory, ordering supplies as needed and ensuring cost-effectiveness.
- Assisted in the preparation and distribution of internal communications and documentation.
- Provided front desk support, greeting visitors, answering phones, and directing inquiries to appropriate staff members.