
 973-275-2302

 email-ortiz@email.com

 New York, NY

## EDUCATION

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### **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

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- 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

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- Spanish (bilingual)

# EMIL ORTIZ

## BUSINESS PERSONAL ASSISTANT

### PROFESSIONAL SUMMARY

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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

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- 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

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- 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.