

SANDY LEVITT

11111 Any Street
Anytown, USA 00000

SandyLevitt@email.com

Home: 555-555-5555
Cell: 555-555-5555

AWARD-WINNING EXECUTIVE ASSISTANT

15 years' experience supporting top executives. Proven ability to save money, conserve executives' time, improve administrative systems, and manage large amounts of complex information.

EXPERTISE

Information Management: Research, Database Management, Reporting

Communication: Interpersonal Communication, Writing, Editing

Planning: Corporate Event Planning, Meeting Planning, Calendar Management, Travel Management

Technology: Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)

PROFESSIONAL EXPERIENCE

A PROPERTY MANAGEMENT COMPANY, Anytown, FL 2003–Present

An integrated family of real estate companies with 375 employees. Develops, constructs, manages, and acquires commercial real estate and luxury multifamily apartments in the eastern U.S.

Executive Assistant

Report to the President of Property Management and support six regional portfolio managers.

Researching and Managing Information

- Reduced annual late fees by developing tracking tools to manage over 735 licenses, permits, and renewals for 52 multi-state properties.
- Research local, county, and state license and permit requirements to ensure compliance. Prepare and file documents with government agencies.
- Handle time-sensitive, confidential information, such as quarterly bonuses, utilities transfer, business licensing, and acquisitions and dispositions.

Interpersonal Communication

- Receive and process residents' concerns and grievances. Report issues to managers.
- Interact regularly with the CEO, COO, CFO, VPs, regional managers, and property managers.

Written Communication

- Compile, type, edit, and proofread quarterly reports for property owners on expenditures and leasing changes. Match income statements with budgets and explain variances.
- Compose and edit memos, letters, documents, and minutes for distribution.
- Format and edit proposals with photos and drawings. Coordinate printing, binding, and distribution.

Coordinating Calendars and Travel

- Increase the president's efficiency and productivity by managing complex calendars and meeting schedules.
- Arrange detailed travel plans, update itineraries, and prepare travel and expense reports for reimbursement.

Planning Corporate Events

- Plan company events, annual awards banquets, and yearly outings for up to 170 people.

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PROFESSIONAL EXPERIENCE, Continued

VILLAGE OF ANYTOWN, FL

2001–2003

A municipal government that administers a rapidly growing, prosperous city

Administrative Assistant III

Reported to the Community Services Director of Parks & Recreation, Planning & Zoning, and the Building Department.

Planning and Organizing

- Developed detailed spreadsheets and tracking tools to manage \$200,000 in escrow funds. Processed client billings, refunds, collections, and accounts receivables and payables. Prepared monthly and quarterly reports for executives.
- Reduced office supply costs by half. Evaluated vendors and selected the best value.
- Coordinated Parks and Recreation Advisory Board meetings. Prepared and distributed agenda packets, attended public meetings, transcribed minutes, and maintained files.

Communications

- Listened to and resolved or referred complaints from residents and business owners.
- Facilitated messages between public officials, senior management, professional staff, department heads, and outside agencies.
- Typed memos, executive reports, and updates for the Unified Land Development Code.
- Wrote letters to update clients on escrow funds.

COMPUTER SKILLS

Microsoft Office Word, Excel, Outlook, and PowerPoint, Adobe Acrobat Pro

OneSite and Timberline property management software, Velocity utility management portal

CSG Global Business License Software

Type 70 words per minute

AWARDS

Property Management Company

Corporate Most Valuable Player for 2008, 2009, 2011–2013

EDUCATION AND CONTINUING EDUCATION

Grace Hill (A provider of online education in the multifamily industry)

Courses include: Customer Service as a Competitive Advantage, Dealing with Difficult People, Conflict Resolution, Business Etiquette, Business Writing: Grammar Works, Fair Housing, Stress Management, Workplace Diversity

Graduate, Bladensburg High School, Bladensburg, MD