

# Christina Hall

City, ST 63101  
email@email.com  
(123) 456-7890  
LinkedIn

## Organized executive assistant with 15 years of experience and strong multitasking abilities

After taking time off to raise children, now seeking a role that uses administrative, event coordination, and client support skills gained through prior roles and volunteering.

### Professional Experience

#### Executive Assistant

*St. Louis Legal Partners, St. Louis, MO | March 2011 - August 2017*

- Managed calendar and travel for three senior partners
- Drafted and proofread client correspondence and case files
- Coordinated firm events and board meetings

#### Administrative Coordinator

*Metro HR Services, St. Louis, MO | June 2007 - February 2011*

- Maintained onboarding documentation and assisted with payroll
- Scheduled internal training sessions and vendor meetings

### Key Skills

- Calendar scheduling
- Client relations
- Document management
- Event planning
- Expense reporting
- Microsoft Office

### Education

#### Bachelor of Arts in English

University of Missouri | 2006