

# SAM WRIGHT

## Bilingual Executive Assistant

**Bilingual Executive Assistant with 7 years of experience supporting senior leaders in bilingual corporate environments**

Fluent in English and Spanish, with deep experience in translating documents, facilitating meetings, and coordinating across international teams.

Miami, FL 33101  
email@example.com  
(000) 000-0000

## PROFESSIONAL EXPERIENCE

### BILINGUAL EXECUTIVE ASSISTANT

*OceanWave Imports, Miami, FL | January 2018 - Present*

- Manages scheduling, correspondence, and document translation for CEO and executive team spanning Latin America and the U.S.
- Translates board reports, legal documents, and internal memos between English and Spanish with high accuracy and speed
- Plans international meetings and travel, including visa coordination and interpretation services when needed

### ADMINISTRATIVE COORDINATOR

*GlobalReach Foundation, Miami, FL | March 2016 - December 2017*

- Scheduled cross-border team meetings, created bilingual materials, and assisted with donor engagement events
- Improved workflow for monthly reporting and launched bilingual internal email template library
- Supported the Executive Director with travel, logistics, and financial reporting

## EDUCATION

### BACHELOR OF ARTS (B.A.) IN INTERNATIONAL BUSINESS | MAY 2015

Florida International University, Miami, FL

## KEY SKILLS

- Bilingual communication
- Cross-border scheduling
- Document translation
- Executive support
- International travel
- Meeting facilitation
- Report preparation

## CERTIFICATIONS

- Professional Business Spanish Certificate | Florida International University | October 2017