

# Professional Experience

## Administrative Assistant

Crescendo IT Group, Phoenix, AZ | July 2023 - Present

- Maintain executive calendars, prepare reports, and organize weekly leadership meetings across both in-person and virtual platforms
- Standardized document templates for meeting summaries and memos, improving internal communication clarity and recordkeeping
- Coordinate logistics for monthly town halls, including agenda planning and tech setup

## Office Assistant (internship)

TerraLink Finance, Tempe, AZ | January 2023 - May 2023

- Supported office manager and team leads with meeting prep, filing, and internal mail distribution
- Created training handouts for onboarding process and updated office manuals for companywide rollout
- Handled scheduling needs for five managers during quarterly audit cycle

# Education

- **Associate of Applied Science (A.A.S.) in Office Administration | December 2022**  
Mesa Community College, Mesa, AZ

# Certifications

- Administrative Support Specialist | SkillPath | June 2023



**Avery Harris**  
**Entry-Level Executive Assistant**

Phoenix, AZ 85004  
email@example.com  
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**Executive Assistant with 2 years of experience supporting leadership teams in administrative and operations-focused environments**

Adept at balancing competing priorities, preparing presentations, and supporting executives in a hybrid office. Eager to grow in a high-performance team setting.

# Key Skills

- Agenda planning
- Calendar support
- Document formatting
- Internal communication
- Meeting coordination
- Office systems
- Presentation prep