



Avery Harris

Executive Assistant

Minneapolis, MN 55401

(000) 000-0000

email@example.com

C-suite Executive Assistant with over 13 years of experience supporting CEOs, CFOs, and board chairs in Fortune 500 environments

Expert at managing cross-functional workflows, high-volume scheduling, and board communications. Trusted to drive executive efficiency and maintain absolute confidentiality.

Professional Experience

Executive Assistant

*BoldHouse Media Group,
Minneapolis, MN*

October 2019 - Present

- Schedules all internal and external meetings for VP of Creative and Head of Accounts, including client presentations and briefs
- Creates and formats client decks and campaign schedules using Adobe InDesign and PowerPoint
- Coordinates creative reviews and feedback loops across production, copy, and digital teams

Administrative Assistant

*Everline Advertising, Minneapolis,
MN*

*September 2017 -
September 2019*

- Maintained calendars, created expense reports, and supported launch events for product clients in CPG and retail
- Built intake forms that improved brief submission quality and reduced revision requests by 30%
- Supported new vendor setup and budget reconciliation for marketing operations

Education

Bachelor of Arts (B.A.) in Media Communications | May 2017

University of Minnesota, Minneapolis, MN

Certifications

- Certified Administrative Professional (CAP) | IAAP | January 2016

Key Skills

Campaign coordination



Client presentation prep



Creative team support



Document formatting



Expense reports



Marketing logistics



Vendor tracking

