

# SAM WRIGHT

## Education Executive Assistant

Columbus, OH 43215  
email@example.com  
(000) 000-0000

**Executive Assistant with 11 years of experience supporting deans, provosts, and superintendents in higher education and K-12 districts**

Organized, thoughtful, and experienced in academic calendar management, committee coordination, and student record confidentiality.

### Education

**Bachelor of Arts (B.A.) in Education Policy | May 2013**

Ohio University, Athens, OH

### Key Skills

- Academic calendar support
- Accreditation prep
- Committee coordination
- Faculty documentation
- Higher ed event planning
- Meeting logistics
- Policy tracking

### Professional Experience

April 2016 - Present

#### Executive Assistant to the Provost

Central Ohio University, Columbus, OH

- Coordinates Provost's calendar, meeting agendas, and academic council materials for a university of 25,000 students
- Assists with accreditation reports, faculty onboarding, and policy documentation
- Plans logistics for commencement, academic retreats, and faculty recognition events

August 2013 - March 2016

#### Administrative Assistant

Lincoln City School District, Columbus, OH

- Scheduled superintendent meetings and supported district policy documentation and school board prep
- Drafted districtwide communications and coordinated school committee calendars
- Managed event planning and logistics for leadership development initiatives

### Certifications

- Education Executive Assistant Certificate | University Staff Training Center | September 2017