



# Skyler Lewis

## Executive Administrative Assistant

Austin, TX 78701  
(000) 000-0000  
email@example.com

### Key Skills

- Confidential correspondence
- Document preparation
- Executive scheduling
- Internal process improvement
- Meeting logistics
- Records maintenance
- Vendor communication

Executive Administrative Assistant with over 12 years of experience supporting legal, nonprofit, and tech-sector executives

Specializes in managing priorities across multiple departments, preparing client materials, and maintaining organized communications across dynamic office environments.

### Professional Experience

#### Executive Administrative Assistant

BrightStone Technology, Austin, TX May 2016 - Present

- Coordinates daily schedules, confidential correspondence, and meeting agendas for COO and legal counsel
- Led implementation of a new internal ticket system that improved administrative request fulfillment time by 50%
- Prepares contract binders and documentation packets for major vendor reviews and quarterly audits

#### Administrative Assistant

Westfield Foundation, Austin, TX June 2012 - April 2016

- Supported fundraising and development leaders by preparing reports, coordinating events, and maintaining donor files
- Improved grant tracking process with standardized forms and status dashboards adopted foundation-wide
- Oversaw meeting logistics for a 20-person board and maintained meeting archives for legal reference

### Education

Texas State University, San Marcos, TX

**Bachelor of Science (B.S.) in Public Administration | May 2012**

### Certifications

- Executive Administrative Support Certificate | Austin Community College | September 2017