



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