Natalie Brooks

Executive Assistant

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Summary

Executive assistant with six years supporting senior leaders in professional services. Coordinates complex calendars, meeting preparation, travel and follow-up while handling sensitive material carefully. Builds clear routines so executives and colleagues know what needs attention next.

Experience

Executive Assistant, Example Pinewater Advisory Group

Sep 2022 - Present

Toronto

- Support two directors with calendars across three time zones, protecting preparation time and resolving priority conflicts with organisers.
- Coordinate monthly leadership meetings, collect papers from eight contributors and distribute approved agendas before the meeting.
- Maintain an action register that reduced overdue items without an assigned owner from 16 to 3 across two quarterly reviews.
- Arrange travel itineraries and prepare expense documentation for approval, checking bookings against the agreed budget.

Administrative Coordinator, Example Crestmere Professional Services

Jan 2020 - Aug 2022

Toronto

- Managed meeting logistics and document preparation for a 20-person consulting team.
- Introduced a shared deadline calendar for recurring reports, renewals and team events.
- Prepared concise meeting notes and confirmed action owners before circulating the record.

Education

Diploma in Office Administration

2017 - 2019

Example Pinewater Business College

Skills

Executive support: Calendar coordination, Meeting preparation, Travel itineraries, Expense support

Organisation: Action registers, Deadline tracking, Document version control

Tools: Outlook, Excel, Teams, PowerPoint

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/executive-assistant-resume-sample