

Autumn French

Executive Personal Assistant

☎ (847) 555-0184 ✉ autumn.french@example.com

🌐 linkedin.com/example/autumnfrench 📍 Evanston, IL 60201

STRENGTHS

- 📅 **Executive Prioritization**
When calendars collide, reconciles business, personal, and travel demands so priority commitments stay protected.
- 🔒 **Discreet Gatekeeping**
Filters calls, visitors, email, and mail with judgment; sensitive requests reach executives at an appropriate time.
- 🗣️ **Clear Communication**
Proofreads correspondence and presentations closely, helping leaders communicate with accuracy, polish, and a human tone.
- 💡 **Calm Problem Solving**
Resolves room, travel, and scheduling conflicts quickly; practical fixes prevent small disruptions from becoming larger issues.
- ✅ **Proactive Service**
Tracks follow-ups and shifting priorities before reminders arrive, giving staff confidence that important details are moving.

SKILLS

Calendar Management

Gatekeeping Microsoft Word

PowerPoint Excel Outlook

Travel Coordination

Expense Reports

Executive Correspondence

Proofreading and Editing

Phone Management

Filing Systems

Database Management

SUMMARY

Executive personal assistant with nearly eight years supporting executives, principals, senior partners, and client-facing teams across confidential, fast-paced environments. Manages complex business and personal calendars, **executive email traffic**, gatekeeping, meetings, **conference calls**, travel, accommodations, transportation, **expense reports**, **filing systems**, databases, and polished correspondence. Advanced Microsoft Word, PowerPoint, Excel, and Outlook skills support accurate reports, memos, presentations, agendas, and action tracking. Calm judgment helps resolve conflicts, protect sensitive information, and keep priorities moving under pressure. Experience coordinating website publishing, social media updates, events, vendors, staff, and external contacts adds breadth. Ready to bring dependable follow-through, thoughtful communication, and proactive service to a Chicago client seeking a trusted partner who can anticipate needs and create smoother days for executive leadership.

EXPERIENCE

Executive Personal Assistant

Harborstone Holdings 📅 September 2023 - Present 📍 Chicago, IL

Supports two executives across business and personal operations, serving as gatekeeper, correspondence manager, travel planner, meeting coordinator, and communications partner. Protects **confidential information** while aligning shifting priorities, staff follow-up, and client-facing commitments.

- Reconciled investor meetings, family commitments, and travel windows across two executive calendars.
- Routed sensitive calls, visitors, and **Outlook** requests through clear gatekeeping protocols.
- Built domestic and international itineraries covering flights, hotels, **transportation**, and contingency plans.
- Prepared board briefing books, agendas, reports, correspondence, and **PowerPoint** presentations.
- Tracked **executive email traffic** and action logs, clarifying ownership of pending decisions.
- Coordinated website updates, social posts, private events, and guest communications with **discretion**.

Senior Administrative Assistant

Merritt & Cole Partners 📅 June 2021 - August 2023 📍 Chicago, IL

Supported three senior partners across client service, business development, and operations. Managed shared calendars, meeting preparation, travel, expenses, correspondence, filing systems, and confidential requests with limited supervision.

- Balanced three partner calendars, confidential requests, client **meetings**, and overlapping deadlines **independently**.
- Standardized meeting preparation with Outlook, **Word**, **Excel**, agendas, confirmations, and action registers.
- Checked travel receipts, coded expenses, and resolved discrepancies before monthly submission.
- Filtered calls, mail, and **correspondence**, escalating urgent matters through sound judgment.
- Edited proposals, executive letters, **presentations**, and memoranda for accuracy and tone.
- Built searchable digital files for contracts, meeting records, and administrative references.

Administrative Assistant

Crescent Ridge Foundation 📅 September 2019 - May 2021 📍 Oak Brook, IL

Coordinated executive and development operations through calendars, donor meetings, committee sessions, community events, travel, correspondence, records, and shared communications. Supported accurate service delivery across confidential and public-facing work.

Customer Service

Conflict Resolution

LANGUAGES

English Native

Greek Beginner

MY CAREER



Executive Personal Assistant at Harborstone Holdings (3 Years)

Senior Administrative Assistant at Merritt & Cole Partners (2.2 Years)

Administrative Assistant at Crescent Ridge Foundation (1.7 Years)

Office Coordinator at Northbridge Consulting Services (11 Months)

- Aligned donor appointments, committee sessions, and community events across executive calendars.
- Created Excel trackers for invitations, expenses, responses, and **follow-up deadlines**.
- Formatted **reports, agendas**, correspondence, and PowerPoint materials for leadership review.
- Managed phone traffic and shared Outlook mailboxes with clear message routing.
- Arranged lodging, transportation, itineraries, and schedule changes for visiting stakeholders.
- Supported website content, event **postings**, scanning, **data entry**, and records maintenance.

Office Coordinator

Northbridge Consulting Services 📅 September 2018 - August 2019 📍 Chicago, IL

Coordinated front-office service for a consulting practice, supporting visitors, calls, calendars, meeting rooms, documents, files, **databases**, travel, expenses, and daily office operations. Maintained polished client service under deadline pressure.

- Welcomed visitors and routed calls, creating a polished first client contact.
- Resolved conference room and timing conflicts before client arrivals and meetings.
- Prepared Word **documents**, Excel logs, **PowerPoint** presentations, correspondence, and reports.
- Organized paper and electronic files, scanned records, and maintained database entries.
- Recorded incoming correspondence action items and escalated time-sensitive requests to senior staff.
- Supported travel bookings, expense documentation, purchasing, and recurring administrative deadlines.

PROJECTS

Executive Communications and Events 📅 2024

Coordinated website updates, social media postings, invitations, and private events while protecting confidential guest information and maintaining consistent executive messaging.

Digital Records Improvement 📅 2022

Created searchable administrative filing structures and tracking tools that helped teams retrieve contracts, meeting records, expenses, and follow-up items.

LEADERSHIP & AWARDS

- DePaul University Academic Achievement Award, 2018
- Dean's List, DePaul University, 2016 - 2018
- Communication Studies Department Service Recognition, 2018

EDUCATION

Bachelor's Degree in Communication Studies

DePaul University 🎓 GPA: 3.8 📅 2018 📍 Chicago, IL

Coursework: *Business communication, organizational communication, professional writing, interpersonal communication*

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2022
- Administrative Professional Foundations 📅 2020

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, PowerPoint, Excel, Outlook
- **Calendar Systems:** Outlook Calendar, shared calendars, scheduling protocols
- **Communication Tools:** Email, telephone systems, voicemail, mail routing
- **Travel Coordination:** Flights, hotels, ground transportation, itineraries
- **Meeting Management:** Conference calls, agendas, briefing books
- **Document Production:** Reports, memos, presentations, correspondence
- **Records Management:** Filing systems, scanning, naming conventions
- **Data Administration:** Databases, data entry, Excel trackers
- **Digital Communications:** Website publishing, social media, event postings

- **Expense Administration:** Expense reports, receipt review, expenditure coding
- **Executive Support:** Gatekeeping, action logs, confidential information
- **Quality Control:** Proofreading, editing, accuracy checks

PROFESSIONAL AFFILIATIONS

- Volunteer Coordinator, DePaul University Alumni Networking Committee, 2021 - Present
- Event Planning Volunteer, Chicago Community Resource Network, 2019 - 2022
- Peer Mentor, DePaul Communication Studies Program, 2017 - 2018

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST