



# Andrea

EXECUTIVE ASSISTANT

## Profile

Goal-oriented Executive Assistant with 4+ years of experience in supporting the CEO and managers, fostering client relationships, and anticipating business needs. Proven track record in making an impact through providing strategic business insights by collaborating in high level decisions with the management. Exceptional skills in managing active calendars, travel coordination, and project management with a strong commitment to saving time of the CEO.

## Employment History

### Investor Relations |

2022 – 2024

- Collaborated with the upper management (CTO, VP of Operations, and Team Leads) on various CEO-directed projects and investor relations tasks. This is to monitor, directly report (Google Workspace and ClickUp), and update progress and email, ensuring tasks were finished from a to z and identify to resolve early stage of bottlenecks.
- Organized inbox, coordinated travels, manage active calendars, and tailored presentations that enhanced the CEOs preparedness and productivity by 64% while managing incoming tasks from the managers.
- Managed multiple internal projects (marketing and software) through coordinating requirements, monitoring, identifying pain points, and report progress across respective departments.
- Strengthened investor relationships by acting as the communication liaison, reporting company insights through personalized email, and providing investment reports, resulting to satisfaction and retention.

### Business and Sales Strategist,

JUNE 2020 – JULY 2022

- Converted 47% sales by solely accommodating 80-150 daily inquiries in different social media platforms while outperforming previous historical sales record by 30-40%.
- Synchronized booking processes for the operations team by confirming customer schedules and ensuring coordinated communication with the assigned team, resulting in an 89% increase in successful transactions.
- Led weekly huddles with the operations team for market performance analysis to provide valuable insights about customer trends which improved strategies for marketing campaigns and overall business target sales by 66%.

## Education

### Bachelor of Science in Information Technology,

2020 – 2022

## References

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## Details

## Links

## Skills

Leadership  
Adaptability  
Process Oriented  
Communication Liaison  
Analytical Thinking  
Relationship Building  
Executive Support  
Decision Making  
Computer Skills  
Microsoft Office Suite  
Problem Solving  
Strong Collaboration