

Daniel Gallego

Senior Executive Assistant

CONTACT

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EDUCATION

Salford & Co. University

Bachelor of Business
Management

(2008-2012)

SUMMARY

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

SKILLS

- Operating Computer
- Event Planning
- Communication
- Calender Management
- Time Management

WORK EXPERIENCE

Administrative Manager

Fradel Spies (2012 - 2016)

- Managed CRM Database including troubleshooting, maintenance, updates, and report generation
- Oversaw inventory activities

Senior Executive Assistant

Arowwai Industries (2017 - 2022)

- Executive assistant, under junior supervision and acting on own initiative
- Responsible for gathering, assmebling and analyzing information and data from a wide variety of sources