**Joseph M. Lopez**

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**Career Summary:**

Highly-organized, meticulous and skilled professional with over 5+ years of experience in handling schedules of senior executives, recording minutes, and handling confidential documents. Ability to make appropriate travel arrangements, hotel accommodation, create business memos and perform necessary clerical work. Trustworthy and excellent communicator.

**Summary of Skills:**

* Expertise in maintaining calendar for senior officials, sending regular reminders, and planning schedules
* Adept at making travel logistics, arranging accommodation for senior executives, and booking halls for client/stakeholder conferences
* Capable of documenting and communicating all client feedback/ suggestions to the appropriate personnel
* In-depth information about the peripheral devices and ability to carry out operations related to scanning, printing or photocopying important documents
* Proficient in operating MS Office Suite, maintaining Google Spreadsheets, and updating data in the database
* Detail-oriented with critical thinking abilities and good problem-solving approach
* Excellent communication and interpersonal skills

**Work Experience:**

Executive Assistant

Cauldwell Enterprise Solutions, Miami, FL

January 2017 – Present

* Typing correspondences, minutes of the meetings, and preparing business agreements to compile documents in the standard company format
* Regularly answering telephone calls, urgent mails and taking messages for the concerned executives
* Maintaining senior executive's calendar, scheduling meetings, and coordinating client availability
* Checking mails, locating queries and attaching appropriate project progress reports to the correspondence inquiries requiring urgent replies
* Preparing correspondence letters, memos, and other official documents using MS Office Suite, and maintaining updated Spreadsheets
* Sorting emails as per their priority to assist the executive in giving appropriate replies in minimal time
* Operating fax machines, photocopier, projector and other electronic peripherals in the conference room with ease

Executive Assistant

UNC Systems Pvt Ltd., Miami, FL

May 2014 – December 2016

* Coordinated with the concerned project team to prepare general correspondence, memos. PowerPoint presentations
* Prepared monthly, quarterly expense reports for all business-related expenses, including travel and accommodation for interstate/international meetings
* Handled key duties, including travel logistics, trip preparation and total expense reports for senior executives
* Researched and compiled brief documents as well as agendas for attracting new clients during expo meets under supervision of executives
* Attended weekly senior staff meetings, discussions with stake holders to take notes, and prepared follow-up summaries on the outstanding agenda items
* Managed schedules and provided support to CEO, COO or other high-level executive officials as needed

Assistant Secretary

Open Society Foundations, Miami, FL

October 2012 – April 2014

* Maintained diaries for senior executives and sent timely reminders about appointments and meetings
* Attended meetings with various entrepreneurial clients, and recorded minutes to make appropriate business agreements
* Answered phone calls to clear doubts and scheduled client meetings with the executive officers after checking the calendar
* Maintained an accurate record of the department budget including payment of invoices, and tracked expenditures to prepare monthly reports
* Saved senior executive's time by researching issue, drafting accurate summaries, and sending appropriate correspondence letters to the concerned client
* Maintained office supply by checking inventory level and ordered the required stock from the vendor as needed

**Education:**

* Associate's Degree in Office Management   
  University of Miami, Maimi, FL   
  2012
* Diploma in Business Administration   
  Talmudic College of Florida, Maimi, FL   
  2010

**Reference:**

On request.