

James Smith

Executive Administrative Assistant with over 10 years of experience providing thorough and skillful support to senior executives.

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Experience

AdVibes Marketing Agency

Communications Specialist

Seattle, WA

June-2013 - March-2017

Composed, revised and proofread corporate communications and marketing materials. Developed AdVibes Magazine in conjunction with the content team, resulting in a circulation of 5,000+. Restructured linguist database to improve accessibility and overall team organization

Skills

B2B Business Strategies

French - Advanced

Conflict Resolution

Apache

Budget Forecasting

Java

Time Management

Leadership

Client Database Management

Big Data

Languages

French

Education

Bachelor of Arts

Dean's List 2008-2010, GPA, special accomplishments, theses etc.

References

Dr. Felicity Varcoe

Professor of Biology

University of Nevada, Las Vegas

School of Life Sciences

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Relationship: Undergraduate thesis supervisor