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## Jane Doe

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### PROFILE

An Executive Administration Specialists with editorial and project-based experience,

### KEY QUALIFICATIONS

- ✓ Ten (10) years as an administrator with strong knowledge of membership development; volunteer management and event coordination
- ✓ A team player, often approached by colleagues and superiors alike due to demonstrated professionalism, resourcefulness, and insightful contributions
- ✓ Excellent organizer and communicator, known for bringing life new and/or developing projects
- ✓ Take great satisfaction and pride in seeing results and positive impact o the customer/client

## EMPLOYMENT

### Health Sciences LLC

#### *Senior Executives Assistant to President and CEO, May 2001 to Present*

This Position has the same duties as Executive Assistant with the addition of the following responsibilities:

- Lead a team of 18 administrative support staff to champion common issues, set administrative polices and procedures, share/implement best practices, ensure continuous quilting improvement (CQI), foster team spirit, and organize the orientation process for new administrative support staff

#### *Executive Assistant to the President and CEO, April 1999 to Present*

- Organize and attend Board of Governors and Committee meetings
- Plan/ organize the Annual General Meeting of corporate members, which includes a keynote address lunch/reception for members and invited guests
- Editor and production coordination or a quarterly staff newsletter
- Proofread and edit as required by various departments, including continuing education and marketing
- Secretary to the Scholarships and Bursaries Committee, which includes coordination and attending meetings, preparing all communications for the committee, developing promotional material, coordination an annual awards ceremony, administration all scholarship and bursaries, and liaising with awards recipients and sponsors
- Maintain organization's policies and Procedures manual
- Oversee production, review, and regular updates of editorial style manual
- Member of internal committees, including Continuous Quality Improvement (CQI) and Intranet Committee

- Prepare and manage annual budget for the president's office

### **American Anesthesiologists' Society (AAS)**

#### ***Coordinator, Administrative Executive Assistant, September 1994 to April 1999***

- Developed promotional material for membership recruitment and retention, and donations
- Liaised regularly with volunteers, members, and organizations affiliated with AAS
- Organized several components of the annual conference, including Annual business meeting, award ceremony, board and committee meetings, and other affiliated meetings.
- Served as staff liaison to four volunteer committees. Which including Memberships and Awards, Research Advisory, and Bylaws
- Administered the Research Award Program, which included regular communication with award recipients, industry sponsors, and Chair of the Research Advisory Committee.
- Prepared and monitored the budget for membership, officers, and Board of Directors
- Served as secretary to the Board of Trustees for Society's charitable organization
- Conducted regular staff performance reviews and prioritizing sessions

#### ***Membership Coordinator, July 1993 to September 1994***

- Maintained membership database, including the generation of invoices/renewal notices, processing of payments and response to subscribers questions and concerns
- Generated monthly and annual statistical reports

#### ***Journal Assistant, August 1992 to July 1993***

- Maintained date base for subscribers to the *Journal of Anesthesiology* including the generation of invoices/renewal notices, processing of payments, and response to subscribers questions and concerns
- Generated monthly and annual statistical reports

### **EDUCATION**

#### ***American Society of Association Executives***

1995-1997, Association Management Education Program

Courses include leadership, change, strategy and structure, membership services, operations and developments.

#### ***State University Faculty of Arts***

1985-1989, Bachelor of Arts in English Literature

### **CONTINUING EDUCATION COURSES**

National Quality Institute, **Framework for Excellence, Continuous Quality Improvement**, 2002

Editors' Association of America **Copyediting I**, February 2000

ASAE, **Communicating and Marketing Intangible Membership Benefits**, October 1998

State College Continuing Education Center, **Leadership and Supervisory Skills**, October 1998

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