

# HELENA MATTHEWS

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## EXECUTIVE ASSISTANT

*"In broad terms, Helena's priority is to maximize the productivity of 2 senior positions she supports. The position is largely unstructured, and the incumbent's effectiveness is heavily dependent on trust, confidentiality, discretion, maturity, good judgement, and the willingness to take a proactive approach to problem resolution and support.*

*Helena possesses all of these characteristics and conducts herself with professionalism and tremendous dedication to her function and those she supports. Her self-imposed standards are of the highest order, and her output is to both her and the Company's credit.*

*Helena's pleasant manner and engaging personality have allowed her to form relationships with outside parties that are important to me and to the company. Her organizational skills and professional approach to organizing schedules, etc. makes her contribution invaluable."*

*-- Warren King, President/CEO, Ontario Corp.*

Customer-driven, loyal, and hard-working professional with over 15 years of experience. **Consistently goes beyond the requirements of a job in order to meet – and exceed – organizational objectives.** Demonstrated record of successfully executing day-to-day tasks in fast-paced and deadline-driven environments. Computer knowledge includes Word, Excel, PowerPoint, Outlook, and Act! (Version 21). Fluent in English and German. **A sincere and genuine team player willing to do whatever it takes to ensure an organization's success.**

### Areas of Expertise:

*Problem-Solving & Independent Decision-Making • Workflow Planning & Prioritization  
Executive, Board, Subcommittee, & Customer Liaison • VIP Relations & Communications  
Appointment/Board Scheduling & Speaking Engagements • Travel & Itinerary Coordination  
Documenting, Record-Keeping, & Reporting • Mail & Courier Services • Digital Transcription  
Expense Tracking & Reporting • Budget Assistance • Database & File Management  
Meeting, Conference, & Special Event Planning/Coordination • Minute-Taking*

## SIGNIFICANT CONTRIBUTIONS

- Slashed travel costs 30% per year by recruiting a new travel agent (*Ontario Corp.*).
- Accommodated a significant increase in workload – stemming from IPOs, due diligence, mergers, and acquisitions – without the need for additional temporary or part-time staff (*Ontario Corp.*).
- Created a comprehensive filing system to ensure that critical information could be easily retrieved (*XYZ*).

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## SIGNIFICANT CONTRIBUTIONS (cont'd)

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- Tapped by President/CEO, after only 2 days on the job, to assume all logistical responsibilities of an extensive relocation involving Engineering, Sales, Finance, Operations, and Executive Offices. Completed this ambitious project in under 2 months (*ZYX Organization*).
- Averted the prospect of six-figure litigation by taking the initiative to collaborate with a corporate lawyer in President's absence during a time-critical crisis (*Ontario Corp.*).
- Stepped in for President during his absence to provide constant interaction with – and support for – a key manufacturing account awaiting a vital order. Successfully met this challenging deadline on schedule (*ZYX Organization*).
- Earned reputation as the first one in and the last to leave – especially when facing important deadlines (*all*).
- Elected as President for 2 years and served on the Executive Committee for 7 years (*PESI*).

## PROFESSIONAL HIGHLIGHTS

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Executive Assistant to the President & CEO • Ontario Corp., Toronto	2018 - present
Executive Assistant to the President • ZYX Organization, Brooklin	2016 - 2018
Executive Assistant to the President & CEO • XYZ, Aurora	2013 - 2016

## PROFESSIONAL MEMBERSHIP

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Professional Executive Secretaries International (PESI)	2016 - present
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***Excellent References Furnished Upon Request***