

MARY JONES
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An executive assistant with exceptional people skills and expertise in event planning, conference organizing, scheduling, administrative support, assisting high-profile clients, catering, hosting, secretarial support, media communications and gourmet cooking.

EXPERIENCE

The Great Entertainment Company, Burbank, California

1996-Present

Executive Assistant to the Vice President

Worked with hundreds of company licensees setting up meetings, trade shows, conferences, screenings, special events and problem solving. Represented the company at numerous charitable events.

- Set up the company's participation in four major trade shows in Salt Lake City for the Men's Clothing Guild International Corporation and the Fancy Shoe Association.
- Arranged offsite meetings for senior company executives at the Elegant Hotel.
- Obtained VIP house seats for company theatrical and ice show productions for VIPs and company employees.
- Dealt with licensees and retailers regarding filmed entertainment products.
- Worked with high profile employees including the chief executive officer, and processed celebrity requests for company merchandise and show reservations including Bruce Springsteen, Kevin Spacey, Oprah Winfrey and others.
- Assisted with the Fancy House of Style. Coordinated house tours and worked with movie celebrities who participated, including Elizabeth Taylor, Michael Jackson and Chris Rock.
- Coordinated international licensee trips to company's studios for meetings and tours.
- Arranged worldwide meetings for the company's musical composers, musicians and recording artists including John Doe and Lee Ving.

Judas & Priest LLP, Los Angeles, California

1991-1996

Executive Assistant

Organized nationwide seminars, partner recognition events, quarterly meetings and television events.

- Created and prepared proposals for aerospace and defense, toy and entertainment companies, and hospitals.
- Prepared an employee TV event at the Los Angeles Hotel, which was transmitted nationwide by satellite.
- Developed themes for quarterly meetings, including decorations, caterers, speakers and entertainment.
- Arranged off-site meetings at La Coster and Le Rouge hotels including entertainment, sports activities, tours, dinners and special events.

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PRIOR EXPERIENCE

Served as executive, operations and marketing assistant for leading finance, healthcare and publishing companies.

EDUCATION

Smith College, Getty Park, California

Bachelor of Science, Finance

Bridge Business College, Bridge, California

Associate of Arts, Business Administration

Other: Writing, journalism, word processing, interior decoration, cooking, CPR (adult & child), crisis management, and emergency medical technician certificates

AFFILIATIONS

Women in Film
Historical Society - Fundraising
Special Olympics for Handicapped Children – Fundraising
National Ski Patrol
Permanent Charities – Fundraising
Starlight Foundation – Fundraising
Company Volunteers – Fundraising
LA Police Officers Women's Association – Fundraising

AWARDS

Gold medals for NASTAR
Outstanding contributions for Special Olympics and Starlight Foundation

Office and Computer Skills: 70 wpm, MAC and PC proficient, Microsoft Word, WordPerfect, Excel, Calendar, Meeting Maker, Internet, E-mail, Lotus Notes and all office equipment