

**MARY JONES**  
**123 Any Street**  
**Any City, State 55555**

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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

1996-2010

### **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.

**MARY JONES**

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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