

# Lindsay Oakes

Executive Assistant

561 412 5628 hello@sageexecutiveassistants.com

The objective is to utilize my expertise in the Virtual Administrative/Personal/Executive Assistant world. I would prefer to obtain a position at a company where I agree with their mission.

My interests would include something in health and fitness, creative culture, or non-profit. However, I am willing to work with any company that will appreciate the hard work and effort I will gladly put forth.

## KEY COMPETENCIES:

- EXCEL (8 years)
- POWERPOINT (8 years)
- WORD (8 years)
- QUICKBOOKS (8 years)
- TIME MANAGEMENT (3 years)
- Executive Administrative
- Data Entry
- Administrative Support
- Microsoft Office
- Organizational Skills
- Scheduling
- Office Management
- Outlook
- Accounting
- Accounts Payable
- Filing
- Photoshop
- Event Planning
- Receptionist
- Personal Assistant Experience
- Human Resources
- Bookkeeping
- Calendar Management
- Proofreading
- Word Processing

## PROFESSIONAL EXPERIENCE

### 2010 - Present Supporting Unlimited Possibilities, Inc - Moreno Valley, CA Executive Assistant to CEO

- Enter and reconcile credit card and petty cash accounts via QuickBooks; as well as miscellaneous bookkeeping tasks and working closely with accountant.
- Manage executive calendars and schedules via Google Calendars and iCalendar. I also am in charge of booking accommodations for travel and business meetings.
- Manage executives emails and create correspondences.
- Create and analyze executive reports using Microsoft Excel, Word, and PowerPoint.
- Aid the Human Resource manager in interviews, as well as entering and maintaining staff documentation and certificates using human resourcing software.
- I also am the point person for miscellaneous projects, including but not limited too: tech/app help and all computer support, payroll, and receptionist duties.

### 2009-2011 In-N-Out Level 4 Associate

- Extensive amount of customer service and problem solving in a quick-paced environment.
- Use of time management and prioritizing was a must.
- Experience using a POS system.
- Obtained food handlers training.
- Training in lower level employee management and leadership.

## EDUCATION

2007-2013 San Jose State University  
Bachelor's Degree in Business Administration in Management