

# KIMBERLY SMITH

Some Address, USA | Phone: 333.444.5555 | Email: smith@gmail.com

Highly-motivated and seasoned professional with blended administrative, managerial, marketing and business development experience in providing top-notch assistance to executive level staff. Demonstrate an unparalleled dedication to providing outstanding administrative support to optimize office efficiency and productivity while achieving business objectives. Proven ability to earn the respect of senior leadership and operating teams by translating strategic concepts to operational implications. Effectively provide leadership in employee relationship management through meetings and conflict resolution.

## Core Skills and Competencies

- |                          |                          |                   |
|--------------------------|--------------------------|-------------------|
| ➤ Administrative Support | ➤ Staff Recruiting       | ➤ Documentation   |
| ➤ Executive Reporting    | ➤ Tasks Assignment       | ➤ Negotiation     |
| ➤ Project Management     | ➤ Scheduling/Planning    | ➤ Organization    |
| ➤ Relationship Building  | ➤ Commercial Awareness   | ➤ Coordination    |
| ➤ Conflict Resolution    | ➤ Operational Excellence | ➤ Team Leadership |

## Employment History

Eurostands Spa, Cambiago (MI) 02/2008 - Present  
**SENIOR EXECUTIVE ASSISTANT**

- Oversee administrative associate work and projects to ensure smooth business flow and improve operational efficiency.
- Prepare information and presentation materials for use in discussions or meetings for executive staff.
- Plan, coordinate and communicate client events, management meetings, innovation events, travel arrangements for CEO and VPs.
- Prepare agendas, notices, minutes, presentation materials and resolutions for meetings.
- Initiate purchase orders, reconcile invoices, track budgets, and complete or track expense reports.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.

Aerre Consulting Srl, Arcore (MB) 02/2005 - 01/2008  
**SALES ASSISTANT**

- Demonstrated in-depth knowledge of the merchandise and ensured high levels of customer satisfaction when prepared the technical and economic offer project based on customers' requirements.
- Promoted business solutions in electrical vertical markets by utilizing strong analytical and business insight, identifying areas of opportunity and providing actionable recommendations.
- Displayed the strengths of the exceptional leader when served as the liaison between sales and technical staff, and provided assistance in building revenue through up-selling and exceptional customer relationship management.
- Effectively cultivated and maintained strategic relationships with stakeholders and customers to ensure revenue projections, exceptional client support, recognize product trends and growth opportunities.
- Coordinated and processed contracts, orders, agreements, completion reports, and other paperwork associated with the sales process.

## Education and Training

State University, New York, USA | 2000-2005  
*High School Diploma - Foreign Languages*

### Recent Learning Courses:

*Leadership: Practical Skills*  
*Coaching and Developing Employees*  
*Organizing Tour Office for Maximum Efficiency*