Annabel Elder

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EXECUTIVE ASSISTANT

*Providing confidential and diversified administrative support to C-level executives*

Highly organized and personable Executive Assistant well-versed in meeting and event coordination, calendaring and appointment scheduling, reception, correspondence drafting, and travel planning.

Creative and skilled in using Microsoft Office Suite and Adobe Creative Cloud to develop dynamic corporate communications materials, newsletters, and presentations.

PROFESSIONAL EXPERIENCE

ABC ENTERPRISES, *Tampa, Florida*

**EXECUTIVE ASSISTANT** (February 2008 – Present)

Meticulously perform executive administrative functions for C-level officers of global development group. Schedule and supervise team of five administrative assistants and receptionists; make all arrangements for travel, public and stakeholder relations functions, conferences, and meetings.

*Notable accomplishments:*

* Spearheaded office’s transition to cloud-based corporate communications technologies.
* Successfully negotiated cost-effective contracts with vendors, caterers, resorts, and other service providers that reduced annual costs by more than $25K.

OCEANSIDE INVESTMENTS, *Tampa, Florida*

**EXECUTIVE ASSISTANT** (November 2004 – January 2007)

Provided comprehensive administrative support to CEO of established real estate investment firm. Scope of responsibility included meeting and appointment scheduling, minutes compilation, travel arrangements, and correspondence administration.

*Notable Accomplishments:*

* Orchestrated all details for major stockholder events including annual meetings, golf tournaments, and receptions.
* Set up and administered CEO’s social media presence on LinkedIn, Facebook, and Twitter.

*~ Additional experience includes roles as an Executive Assistant for Techno Corporation (Houston, Texas) and as Administrative Assistant for XZY Medical Group (Abilene, Texas). ~*

EDUCATION & CREDENTIALS

**HOUSTON COMMUNITY COLLEGE**, Houston, TX

AAS in General Office Administration

**Information Technology Skills:** Microsoft Office Suite • Adobe Creative Cloud • QuickBooks