Angela Brooks

EXECUTIVE ASSISTANT TO THE PRESIDENT

Milwaukee, WI (414) 555-0128 angela.brooks@email.com linkedin.com/in/angelabrooks

SUMMARY

Executive assistant to the president with 8 years of administrative experience, the last 4 supporting the president of a 1,400-employee Milwaukee manufacturer. Owns calendar management, board meeting coordination and travel coordination, and drafts letters and remarks in the president's voice. Holds strict confidentiality on acquisitions and personnel decisions.

SKILLS

Calendar Management • Board Meeting Coordination • Travel Coordination • Microsoft Office Suite • Outlook PowerPoint • Word • Excel • Confidentiality • Integrity

EXPERIENCE

Executive Assistant to the President 07/2022 - Present

Lakeshore Industrial Products Milwaukee, WI

Family-owned maker of industrial pumps with 1,400 employees and 4 plants.

- Manage the president's Outlook calendar of about **50** meetings a week, screening requests and blocking time for plant visits.
- Run board meeting coordination for 4 meetings a year, compiling 90-page packets in PowerPoint and Word and recording minutes.
- Draft speeches, letters and employee notes for the president, about 15 pieces a month with same-day revisions.
- Track 60+ commitments from leadership meetings in Excel and follow up with 8 vice presidents until each one closes.

Executive Assistant 05/2019 - 06/2022

Third Ward Financial Group Milwaukee, WI

Regional bank holding company with 900 employees.

- Supported the CFO and Treasurer with calendars, travel and expense reports for about 20 trips a year.
- Organized 3 annual shareholder meetings for 300+ attendees, from venue contracts to proxy mailings.
- Maintained board and audit files through 3 regulatory exams without a single records finding.
- Compiled monthly board reporting decks in PowerPoint for the CFO, about 40 slides each.

Administrative Assistant 06/2018 - 04/2019

Brew City Logistics Milwaukee, WI

Regional trucking company with 120 routes.

- Scheduled 40+ carrier and client meetings a week for 2 operations managers.
- Built Excel reports on on-time delivery that managers used in weekly reviews of 120 routes.
- Processed invoices for 30 vendors a month in Microsoft Office Suite templates with no late payments.

EDUCATION

Bachelor of Arts 05/2018

University of Wisconsin-Milwaukee Milwaukee, WI

Communication

CERTIFICATES

Certified Administrative Professional (CAP) 08/2023

International Association of Administrative Professionals (IAAP)

Microsoft Office Specialist: Excel Associate 02/2019

Microsoft