

## Tech-Savvy Administrative Assistant

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### Professional Summary

Detail-oriented and proactive Administrative Assistant with **5 years of experience** in fast-paced tech environments. Skilled in managing executive calendars, coordinating meetings, and optimizing office operations using Google Workspace and automation tools.

### Work Experience

#### Administrative Assistant

*Microsoft Switzerland | Zurich, CH | 2020 - Present*

- Managed daily schedules for 3 senior executives and 10+ team members.
- Organized corporate events and internal workshops for 200+ attendees.
- Automated expense reports, saving 10+ hours of manual work per week.
- Served as the first point of contact for internal and external communication.

#### Office Coordinator

*Startup Hub Zurich | Zurich, CH | 2018 - 2020*

- Maintained office supplies, handled logistics, and supported HR with onboarding.
- Scheduled and coordinated travel plans for executives.
- Managed the transition to a **paperless office**, reducing paperwork by 80%.

### Education

#### Bachelor' s in Business Administration

University of Zurich, Switzerland | 2014 - 2018

### Skills

- Google Workspace, Microsoft Office, Asana, Slack
- Calendar & Travel Management
- Process Automation

