

# LOYDENE HERBSTREIT

Executive Administrative Assistant

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## PROFILE

Dedicated and highly organized Executive Administrative Assistant with 5 years of experience providing comprehensive support to senior executives in fast-paced corporate environments. Adept at calendar management, event coordination, travel planning, and preparing reports and presentations. Proven ability to streamline processes, multitask efficiently, and manage time-sensitive projects with a strong attention to detail. Exceptional interpersonal and communication skills, consistently delivering high-quality results and fostering positive relationships with internal and external stakeholders.

## LINKS

[linkedin.com/in/loydeneherbstreit](https://www.linkedin.com/in/loydeneherbstreit)

## SKILLS

Time-management

Microsoft Office

QuickBooks

Salesforce

Event coordination

Adobe Acrobat

Google Workspace

## LANGUAGES

English

Hindi

## EMPLOYMENT HISTORY

### Executive Administrative Assistant at Sandia National Laboratories, NM

Feb 2023 - Present

- Successfully managed and coordinated over 150 high-level meetings and events annually, ensuring seamless execution and positive outcomes for Sandia National Laboratories in New Mexico.
- Streamlined administrative processes by implementing a new digital filing system, resulting in a 30% reduction in document retrieval time and a 20% increase in overall team efficiency.
- Spearheaded the creation and implementation of a new onboarding program for incoming employees, reducing the average training period by 25% and increasing employee satisfaction by 15%.

### Senior Executive Administrative Assistant at Los Alamos National Laboratory, NM

Aug 2018 - Jan 2023

- Successfully managed and streamlined the schedules of 5 top executives, resulting in a 25% reduction in scheduling conflicts and a 15% increase in meeting efficiency.
- Coordinated and executed 10+ high-level events and conferences, including arranging travel and accommodations for over 150 attendees, leading to a 20% increase in stakeholder engagement and collaboration.
- Implemented a new document management system that improved file organization and retrieval by 30%, saving the team an estimated 10 hours per week in searching for critical information.

## EDUCATION

### Associate of Applied Science in Administrative Assistance at Central New Mexico Community College, Albuquerque, NM

Sep 2014 - May 2018

Relevant Coursework: Office Management, Business Communications, Records Management, Microsoft Office Suite, Keyboarding, Document Formatting, Customer Service, and Basic Accounting.

## CERTIFICATES

### Certified Administrative Professional (CAP)

May 2022

### Microsoft Office Specialist (MOS)

Jun 2020