

Albert Overlin

Executive Personal Assistant

Profile

Dedicated Executive Personal Assistant with 5 years of experience providing high-level support to C-suite executives. Proven ability to seamlessly manage complex schedules, travel arrangements, and event coordination while maintaining a strong attention to detail. Excellent communication and interpersonal skills, consistently exceeding expectations in executing administrative tasks and fostering positive relationships with internal and external stakeholders. Adept at handling confidential information and maintaining professionalism in high-pressure environments.

Employment History

Executive Personal Assistant at JPMorgan Chase & Co., WV

May 2023 - Present

- Successfully managed the executive's calendar, resulting in a 20% increase in meeting efficiency and enabling the executive to attend 15+ high-priority events per month.
- Streamlined office procedures, reducing administrative costs by 10% and improving overall productivity by implementing new scheduling and filing systems.
- Coordinated and executed 4 major corporate events with over 200 attendees each, ensuring seamless logistics and positive feedback from both internal and external stakeholders.
- Facilitated communication between the executive and a team of 50+ employees, leading to a 25% improvement in team collaboration and a 15% increase in project completion rates.

Personal Assistant to Executive at West Virginia University Medicine, WV

Jul 2018 - Apr 2023

- Managed and coordinated over 150 executive meetings and events annually, ensuring smooth functioning and efficient use of time for the Executive team at West Virginia University Medicine.
- Streamlined the Executive's travel arrangements, reducing travel costs by 20% through strategic planning and negotiation with vendors, leading to annual savings of approximately \$50,000.
- Implemented a new document management system, reducing the time spent on filing and retrieving documents by 30%, increasing overall productivity and efficiency in the office.
- Assisted in the successful completion of a major project by coordinating communication between the Executive team and various departments, resulting in a 15% increase in overall project efficiency and timely achievement of project milestones.

Certificates

✉ albert.overlin@gmail.com

☎ (400) 693-5441

📍 123 Maple St, Charleston, WV 25301

Education

Associate of Applied Science in Executive Personal Assistant at West Virginia State University, Institute, WV

Sep 2013 - May 2018

Relevant Coursework: Office Administration, Business Communication, Time Management, Project Management, Accounting Principles, Advanced Microsoft Office Suite, Professional Ethics, and Event Planning.

Links

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

Skills

Time-management

Multitasking

Microsoft Office

CRM software

Event coordination

Travel planning

Social media management

Languages

English

Arabic