

# Clara Goux

Personal Assistant

## Profile

Detail-oriented Personal Assistant with 1 year of experience providing exceptional support to busy professionals. Adept at calendar management, travel coordination, and event planning, with a proven ability to handle multiple tasks simultaneously. Excellent communication skills and strong organizational abilities make for a dependable and efficient assistant, committed to streamlining processes and enhancing productivity.

## Employment History

### Personal Assistant at Arizona Personal Assistant Services, AZ

May 2023 - Present

- Successfully managed and coordinated schedules for 15 high-profile clients, leading to a 25% increase in overall client satisfaction at Arizona Personal Assistant Services.
- Streamlined administrative processes by implementing new software tools, resulting in a 40% reduction in paperwork and a 20% increase in productivity within the company.
- Developed and maintained strong relationships with over 50 local vendors and service providers, securing an average of 10% cost savings on various services for our clients.

### Junior Personal Assistant at TimeWise Concierge, AZ

Sep 2022 - Apr 2023

- Successfully managed a daily schedule of over 20 appointments for 5 high-profile clients, ensuring all meetings and events were seamlessly coordinated and executed.
- Streamlined office operations by implementing an efficient filing system, reducing document retrieval time by 30% and increasing overall productivity by 15%.
- Coordinated and executed a major corporate event with over 100 attendees, resulting in a 25% increase in client acquisition and a 10% increase in company revenue.
- Reduced monthly expenditure by 20% through meticulous tracking and analysis of expenses, identifying cost-saving opportunities, and negotiating with vendors for better rates.

## Education

### Associate of Applied Science in Administrative Assistance at Pima Community College, Tucson, AZ

Aug 2018 - May 2022

Relevant Coursework: Office Management, Business Communications, Document Processing, Administrative Procedures, Computer Applications, Records Management, and Customer Service.

## Certificates

### Certified Administrative Professional (CAP)

May 2022

## Details

[clara.goux@gmail.com](mailto:clara.goux@gmail.com)

(140) 401-6817

1234 Desert Lane, Phoenix, AZ  
85001

## Links

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

## Skills

Time-management

Microsoft Office

Google Calendar

Trello

Evernote

Slack

Asana

## Languages

English

Portuguese

## Hobbies

Photography

Gardening

Playing musical instruments