

Jamiyah Ware

Executive Assistant

jamiyahware07@gmail.com

(702) 279-9653

Pasadena, CA 91106

Professional Profile

Efficient and thorough **Executive Assistant** with over five years of commensurate experience in strategic planning capabilities, proven organizational skills, and thorough knowledge of how to perform assistive duties

Areas of Expertise

- Executive Assistant Experience
- Detail Oriented
- High Integrity
- Fast Learner
- Time Management and Organizational Management
- A Willingness to Learn and Implement L
- Verbal and Written Communication Skills
- Planning Team Events
- Committed and Determined
- Strong Scheduling Skills
- Excellent Team Player
- Continual Learner
- Strong Coordination Skills
- Thrive in High-Pressure Environments

Skills Overview

Impeccably thorough and keen to detail with the ability to pinpoint flaws; strong attention to detail allows for quality results while conductively perfecting the job at hand

Exemplary ability to keep calm under pressure and show compassion and empathy for others while maintaining a strong moral code

Utmost understanding of software programming such as Microsoft Excel and Microsoft Powerpoint with 5+ years of experience in computer comprehension and insight

Projects & Achievements

Congratulated by the CEO of Grey Day LLC on October 2021 for being extremely professional and personable as a personal assistant with the recognition of my skillset

Thanked in August 2021 by the CEO of Grey Day LLC for always having a positive outlook and a can-do attitude and was applauded for continuously asking questions, seeking and administering quality resolution recommendations and suggestions, coming prepared, and exceeding expectations

Work History & Responsibilities

Executive Assistant, Grey Day LLC

Burbank, CA

02/2021 - present

- Overseen managing executives' calendars and managed daily office related administrative tasks such as; editing emails, organizing catering, sending reminders, and preparing communications
- Maintained daily and weekly expenses, worked closely with upper management, prepared quarterly reports
- Managed formatted documents such as; presentations, reports and emails

Development Manager, Limitless Marketing

01/2020 - 01/2021

Burbank, CA

- Acted as a point of contact for executives when a mission was conducted under the non-profit through performing in-person tasks in efforts to help local school systems and charities
- Conducted information flow within the market research in a timely and accurate manner, product development, liaising with major clients, developing and implementing marketing campaigns

Executive Assistant, Robert Half

01/2016 - 01/2020

Reno, NV

- Provided direct overseeing of preparing communications along with processing expenses, and maintaining records
- Made continual adjustments to ensure that the filing system was working efficiently, and effectively booked traveling arrangements

Education

Bachelor of Science Nutrition - Dietetics

University of Nevada, Reno | Reno, NV

- 4.0 GPA
- Student Nutrition Association Member
- Distinguished Women in Science Member
- Dean's List Honoree

Reference

S. Grey, Chief Executive Officer

Grey Day LLC

101 S. First St.

Burbank, CA 91502

(310) 334-9350

S.grey@gmail.com

Relationship: Shauna was my supervisor while I interned at Grey Day LLC for eight months