

Meriah Kennick

Executive Assistant

Profile

A motivated and detail-oriented professional, I am an Executive Assistant with experience supporting senior level executives in fast-paced corporate environments. I thrive in high pressure situations and enjoy the challenges that come with working in a demanding environment. My strongest skills include my ability to stay calm under pressure, excellent communication skills, superior organizational abilities, and produce high quality work product even when faced with tight deadlines. I am also proficient in MS Office Suite (Word, Excel PowerPoint) as well as Google Apps (Docs Sheets Slides).

Employment History

Senior Executive Administrative Assistant at Alorica

May 2022 - Present

- Arranged and coordinated all travel plans for executives and clients, domestic and international.
- Booked over 500 hotel rooms and made all necessary reservations for airfare, transportation, rental cars, etc.
- Handled weekly expense reports for 5 busy executives totaling over \$100k in spend.
- Maintained extraordinarily high efficiency levels while managing a constantly changing schedule with conflicting demands.
- Acted as the key point of contact between executive team members and other departments/employees.

Executive Administrative Assistant at Jabil

Aug 2018 - Apr 2022

- Arranged and coordinated meeting schedules for busy executive including domestic and international travel.
- Managed projects by developing project plans, tracking progress, coordinating with team members, and adjusting as needed to ensure successful completion within budget and timeline constraints.
- Demonstrated exceptional written communication skills by composing high-level correspondence on behalf of the executive to clients, vendors, Board members, etc.
- Provided administrative support for executive management team including preparing expense reports, managing mail/email inboxes (filtering/responding as appropriate), scheduling appointments/calendar management.
- Processed invoices for payment in a timely manner while ensuring accuracy and adherence to company policies & procedures.

Certificates

Certified Administrative Professional (CAP)

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📍 236 Middle Turnpike East,
Manchester, CT 06040

Education

Associate's Degree in Business at University of Michigan, Ann Arbor, MI

Aug 2014 - May 2018

I learned how to manage a office, work with different types of software programs, answer phones, take messages, file documents alphabetically and numerically.

Links

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

Skills

Strong written and verbal communication skills

Ability to multitask and prioritize tasks

Excellent organizational skills

Attention to detail

Flexibility/Adaptability

Handle multiple projects simultaneously

Customer service orientation

Languages

English

German

**International Association of Administrative Professionals
Certification in Management Principles**

Jul 2019

**Mastery in Executive Assistantship from Harvard Business School
Online**

Apr 2018