

Sharie Malsom

Personal Assistant

✉ sharie.malsom@gmail.com

☎ 115-071-2764

📍 232 Maine Avenue, Panama City, FL 32401

Education

High School Diploma at Princeton High School, Princeton, NJ

Sep 2013 - May 2017

Links

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

Skills

Multi-tasking

Prioritizing tasks

Time management

Communication skills

Computer skills

Languages

English

French

Profile

Meticulous and organized professional with 4+ years of experience in providing administrative support to executives. Proven ability to streamline processes and improve efficiency. Excellent verbal and written communication skills with a focus on customer service. Proficient in Microsoft Office Suite, Google Docs, and various project management tools.

Employment History

Personal assistant to CEO at Aivy (California)

Apr 2022 - Present

- Managed and organized daily schedules for 4 high-level executives
- Coordinated domestic and international travel arrangements for a team of 10+ people
- Arranged meeting logistics including catering, equipment, and room reservations for up to 50 attendees
- Generated monthly reports detailing progress on various projects as well as budget updates
- Maintained confidential files pertaining to personal, medical, financial, and legal matters

Personal assistant to COO at XYZ virtual assistant services (New York)

Aug 2017 - Mar 2022

- Arranging and coordinating travel plans, itineraries and accommodation for employer
- Answering phone calls, screening calls and taking messages on behalf of employer
- Managing emails, correspondence and scheduling meeting deadlines
- Maintaining files, records & documentation in a well-organized manner
- Assisting with event planning including VIP guests list management

Certificates

Certified Administrative Professional (CAP)

Oct 2020

International Association of Administrative Professionals Certification (IAAPC)

Jan 2019

National Administration Certificate Scheme Level 3 & 4 (NACSSUK)

Jan 2018

Competency Assessment Program for Executive Assistants/Administrative Support Staff Levels I & II (CAPES)

Mar, 2018