

Chandler Soerens

Executive Assistant

Profile

I am an Executive Assistant with over 5 years of experience in providing high-level administrative support to executives and senior managers. I have excellent communication, organizational, and multitasking skills that allow me to effectively manage competing demands and prioritize tasks. I am also proficient in a variety of software programs including Microsoft Office Suite, Google Suite, and Salesforce CRM. In my previous roles, I have successfully handled complex calendar management, travel arrangements, expense reports, event planning/coordination, and general office administration. My goal is to use my skills and experience to contribute to the success of your organization.

Employment History

Executive Assistant at Concierge Solutions, MS

May 2022 - Present

- Arranged and managed domestic and international travel itineraries for CEO and other senior staff, including flights, ground transportation, and hotel accommodations.
- Coordinated meetings and events for up to 500 attendees, including booking meeting space, ordering catering, arranging audio/visual equipment, and managing on-site logistics.
- Managed CEO's schedule by scheduling appointments, preparing meeting materials, and coordinating with internal and external stakeholders.
- Maintained positive relationships with vendors (e.g., office suppliers, IT support) to ensure timely delivery of services and products.
- Processed invoices using Accounts Payable system.

Administrative Assistant at Errand Solutions, MS

Jul 2017 - Mar 2022

- Answered 100+ phone calls per day.
- Wrote and distributed 100+ emails per day.
- Created and maintained Excel spreadsheets for data tracking.
- Managed office supplies and inventory.
- Assisted with event planning and execution.

Education

Associate's Degree in Executive Assistant Studies at Mississippi State University

Sep 2012 - May 2017

I have learned how to type quickly and efficiently, how to format reports and documents, how to create presentations, how to manage schedules, and how to handle customer service inquiries.

Certificates

Certified Administrative Professional (CAP)

Oct 2020

Certified Executive Assistant (CEA)

Oct 2019

Details

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Links


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

Skills


Organization



Time management



Communication




Writing



Researching



Microsoft Office Suite



Google Docs



Languages

English



Hindi



Hobbies

Reading