

Cashay Twichell

Executive Office Manager

Profile

I have over 5 years of experience as an Executive Office Manager. I am highly organized and efficient, with a keen eye for detail. I have excellent time management skills, and can prioritize tasks effectively to meet deadlines. I am also a skilled communicator, able to liaise effectively with staff at all levels within an organization. In my previous role, I was responsible for managing the day-to-day operations of the office, as well as providing administrative support to senior staff members.

Employment History

Executive Office Manager at Apple, IA

May 2022 - Present

- Negotiated and executed a new lease for the corporate office, resulting in \$5,000 in monthly savings.
- Implemented a new filing system for the executive team which reduced search time for documents by 50%.
- Managed travel arrangements and itineraries for senior leadership team of 10 members, saving the company \$2,500 per month in travel expenses.
- Led planning and execution of annual company-wide retreat for 200 employees, under budget by \$10,000.
- Wrote and distributed monthly newsletter to entire company, highlighting employee achievements and upcoming events.

Office Manager at , IA

Jul 2017 - Mar 2022

- Hired and trained a team of 5 office assistants.
- Implemented a new filing system that reduced retrieval time by 30%.
- Negotiated with vendors to reduce office supply costs by 10%.
- Coordinated the scheduling of repairs for office equipment, resulting in a 50% reduction in downtime.
- Developed and implemented a new customer service protocol that resulted in a 20% increase in customer satisfaction ratings.

Certificates

Certified Administrative Professional (CAP)

Feb 2021

Certified Executive Assistant (CEA)

Sep 2019

Memberships

American Management Association

International Association of Administrative Professionals

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📍 Magnolia Ln, Bettendorf, IA 52722

Education

Associate's degree in business administration or related field at Iowa State University, Ames, IA

Sep 2013 - May 2017

I have learned skills such as teamwork, communication, time management, and organization.

Links

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

Skills

Organization

Time management

Communication

Scheduling

Budgeting

Event planning

Customer service

Languages

English

Urdu