

Maurica Meyers

Personal Assistant

Profile

I am a highly motivated individual with over 1 year of experience as a personal assistant. I have excellent organizational skills and can handle multiple tasks simultaneously. I am able to work independently and take direction well. I possess strong written and verbal communication skills and always maintain a professional demeanor.

Employment History

Personal Assistant at Executive Assistants of Colorado, CO

Mar 2022 - Present

- Assisted in the organization of a 5-day conference for 200 attendees.
- Arranged travel and accommodation for 15 out-of-town visitors.
- Completed daily tasks for 3 high-level executives including handling correspondence, scheduling appointments, and preparing reports.
- Maintained an organized and efficient office environment.
- Managed projects with tight deadlines and successfully met all objectives.

Administrative Assistant at Colorado Administrative Professionals, CO

Sep 2021 - Jan 2022

- Successfully completed daily tasks with little to no errors.
- Answered an average of 150 calls per day.
- Maintained a 97% accuracy rating when completing data entry.
- Responded to customer inquiries in a timely and professional manner.
- Organized and filed documents according to company standards.

Education

High School Diploma at Denver East High School, Denver, CO

Aug 2017 - May 2021

I've learned how to study for and take tests, how to do research, and how to write papers.

Certificates

Certified Personal Assistant (CPA)

Nov 2020

Certified Administrative Professional (CAP)

Sep 2019

Memberships

National Association of Personal Assistants

International Association of Virtual Assistants

Details

maurica.meyers@gmail.com

(710) 340-2369

Main St, Denver, CO 80202

Links

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

Skills

Time management



Organizational skills



Communication skills



Writing skills



Research skills



Computer literacy



Bilingualism



Languages

English



German



Hobbies

Organizing

Crafting

Decorating