

Lee Stewart

EXECUTIVE ASSISTANT

Personal Info

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Hard Skills

MS: Word

MS: Excel

MS: Powerpoint

MS: Outlook

MS: Windows

MS: Teams

Adobe Photoshop

Adobe Premiere Pro

Adobe Acrobat Pro

Zoom

gMail, Google, Discord

WordPress, Procreate

Soft Skills

Professional

Loyal

Prompt

Dependable

Adaptable

Personable

Quick witted

SUMMARY

Admin professional, with 10+ years of experience. I would like to assist an executive in performing his/her position at peak efficiency. Self-starter, team player, strong work-ethic, and able to work with minimal supervision.

- Excellent Communication (written and verbal)
- Logic oriented problem-solving
- Organization, scheduling, and planning
- Great attention to detail
- Discrete, responsible, and mature
- Positive, can-do, attitude
- Intelligent, creative, and resourceful

WORK EXPERIENCE

- Substitute Teacher - Awarded 'Substitute of the Year' from Dominion High School and then hired, full-time.
- Teaching Assistant - Assigned to a new teacher that had minimal experience with technology.
 - Created graphical worksheets for special needs classes.
- Job Coach - Created, scheduled, and assisted with jobs on-campus, and searched down jobs off-campus, for special needs high school students.
 - Designed, created, and implemented a successful, award winning, on-campus business for our special needs students to work.
 - Scheduled, organized, and coordinated required parent/teacher/student/administrator meetings (200+ per school year).

CERTIFICATIONS

Spring 2022 - Certification from Northern Virginia Community College (NVCC) for Web Design and Development.

Presidential Scholar Honoree (GPA 4.0)

Proudly recommended by my NVCC instructors