

NICHOLAS LANDRY

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QUALIFICATIONS PROFILE

COMMITMENT & INTEGRITY | INNOVATIVE LEADERSHIP | EXECUTIVE & PERSONAL ASSISTANCE

Multi-faceted and self-motivated Executive Assistant with specialized expertise in translating strategies into sustainable business results. Skilled in enhancing profitability, streamlining daily processes, and introducing process improvements. Dedicated to maintaining a reputation built on quality, expertise, business acumen, and uncompromising ethics. Adept in understanding corporate culture, navigating organizational dynamics, and translating corporate strategies into profitable results. Multi-lingual.

CORE COMPETENCIES

- Administrative Management
 - Event Management
 - Financial Management
 - Cost Containment
 - Meeting Planning
 - Process Improvement
 - Project Management
 - Correspondence Development
 - Executive Leadership
 - Calendar Coordination
 - Public Relations & Marketing
 - Budgeting & Cash Management
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EDUCATION & CREDENTIALS

Master of Business Administration – Hawaii Pacific University, Honolulu, HI, USA
Master of International Business – Institut Supérieur de Commerce International, Dunkerque, France
Bachelor of Business Administration – Ecole Nationale de Commerce et de Gestion, Agadir, Morocco

PROFESSIONAL EXPERIENCE

SAILOR GAMING, Las Vegas, NV (2011 – Present)

Executive/Personal Assistant to The President & CEO

- Delivered exceptional level of executive assistance and personal assistance to the President & CEO of the subsidiary that provided worldwide interactive, mobile, and Internet-based gaming and sports book solutions.
- Maintained full responsibility for managing special events and executive-level meetings/conferences.
- Managed special projects for CEO while providing ongoing calendar management and correspondence development.
- Handled all aspects of administrative matters including preparing spreadsheets, filing documents, working with confidential information, and performing data entry functions.

HOTEL LAS VEGAS, Las Vegas, NV (2010 – 2011)

Operations Manager

- Provided direction to all aspects of operational matters within the Housekeeping and Floor Operations departments.
- Played a key role in managing and tracking \$150M in investments.
- Led staff supervision, training, project management, and performance management activities.
- Served as the primary liaison with the senior leadership team while improving operations and ensuring continued execution of the aggressive financial and operational strategies.

BYRON USA, Athens, GA (2007 - 2010)Operations Manager

- Directed operations management, importing, exporting, and logistics.
- Drove revenue growth and expanded the customer base.
- Participated in marketing and web design initiatives.
- Pioneered the implementation of a website strategy focused on brand extension and sales execution.
- Executed customer relations, account management, and vendor/supplier management.

BOUTIQUE, Athens, GA (2005 - 2007)General Manager

- Participated in executive leadership and operations management initiatives for a company with \$90K in annual sales.
- Handled sales, account management, strategic planning, and marketing tasks.

INCOME LIFE, Honolulu, HI (2005)Enrollment Officer

- Garnered recognition as a Life and Health Insurance Agent.
- Performed sales and marketing functions.
- Delivered superior level of service to a diverse clientele.

LANGUAGES

English, Spanish, French, Arabic, Moroccan, Japanese

TECHNICAL SKILLS

Office Software: Microsoft Word, Excel, Access, PowerPoint, Outlook
Programming Software: Turbo Pascal, Visual Basic, Java