

Madeleine Arnold

Detail-oriented and highly organized Administrative Assistant with a passion for supporting team productivity and fostering growth opportunities. Excited to contribute to Remote Jobs Listing's mission of revolutionizing remote work and promoting work-life balance globally.

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Leominster, MA 01453
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EXPERIENCE

Ammo Shop, Nashua NH — Executive Assistant

Dec 2021 - PRESENT

- Spearheaded executive schedule management, optimizing time allocation for goal achievement and deadline adherence.
- Facilitated website development meetings, ensuring comprehensive note-taking and decisive action follow-ups.
- Drove innovative initiatives, including website enhancement projects and customer review programs, elevating user experience and company visibility.

Northboro Chiropractic, Northboro MA — Chiropractic Assistant

Feb 2022 - Jun 2023

- Efficiently managed patient check-ins, appointments, and inquiries, ensuring smooth clinic operations.
- Managed patient records and insurance information with strict confidentiality and accuracy.
- Demonstrated exceptional communication and interpersonal skills in a professional and welcoming manner.

Andean Discovery, Weston MA — Travel Specialist

Apr 2019 - Aug 2019

- Curated and managed luxurious group travel experiences in South America, ensuring flawless execution and exceptional guest experiences.
- Established and maintained strong partnerships with local vendors, securing exclusive offerings and enhancing trip value.
- Provided personalized concierge services, tailoring travel recommendations to individual client preferences and creating unforgettable journeys.

SKILLS

Project Management
Event Planning
Research
Data Analysis
Presentation
Writing
Communication
Customer Service

LANGUAGES

Native English,
Conversational Spanish

EDUCATION

Liberty University, Lynchburg — BS History

Jan 2020 - Dec 2021

Dean's List, Magna Cum
Laude, GPA 3.85

