**Linda Lagos**

Executive Assistant | GASTech – Kronos | Abila, Kronos

|  |
| --- |
| Executive Assistant |
| Highly motivated, multi-lingual assistant with 10+ years of experience providing executive level support. Self-starter with exceptional interpersonal and organizational abilities, and a proven history of managing multiple projects simultaneously while supporting daily office tasks. Expertise in calendar management, multi-line phone systems, meeting coordination, expense reporting, travel arrangement and budget administration. |

|  |
| --- |
| Professional Experience |

GASTech - Kronos

Senior Executive Assistant 2010-Present

* Administrative support to the COO of GASTech, Kronos headquarters.
* Management of travel and teleconferences.
* Enhance communication between technical teams and executive branch, fostering a sense of teamwork and collaboration.

Bank of Kronos

Executive Assistant 2000-2010

* Supported multiple senior managers at the headquarters office of the Bank of Kronos.
* Coordinated company functions including group training and office celebrations.
* Planned and coordinated initial hiring screening procedures.