



EXECUTIVE ASSISTANT SEARCH RECRUITING & CONSULTING

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## *Traits of Successful*

### *Executive Assistants & Executive Support Professionals*

1. Always Proactive
2. Exceptional Time Management skills
3. Commitment to lifelong learning
4. Highly Intuitive
5. Strong listening skills
6. Exceptional organizational skills
7. Conscious connector of people (and dots ...)
8. Maximizes the utilization of current technology in Executive Support
9. Well developed sense of humor
10. High energy
11. Tenacious
12. Global awareness and knowledge of cultural differences
13. High level of self-assurance and confidence
14. Skilled manager of priorities, information, relationships and projects
15. High level of emotional intelligence
16. Strong self-management skills
17. Resourceful
18. Exceptional multi-tasking skills
19. Excellent prioritization skills with strong ability to manage change
20. Strong verbal and written communication skills