

Alexis E. Alexander is the Founder & Chief Creative Officer of the Administrative Suite, LLC. With over 20 years of experience as an Administrative Professional, Alexis knows a lot about this industry and knew now was the time to share it in a unique and creative platform...hence The Administrative Suite, LLC.

What began as a typing class in the 11th grade that her Mother made her take, has blossomed into a career for over 2 decades. She has climbed the administrative levels from an entry-level job as an Accounting Associate Assistant to an Executive Assistant working with C Suite level executives and training other administrative professionals with her knowledge and expertise.

This career has shown her the power of servant leadership. She has navigated the uncharted waters of success in this field and now sends an SOS back to other assistants on how to do so without losing yourself in the process. This business was founded to serve as a solution to a problem Alexis found in the world of Administrative Professional Support. Although well acquainted with corporate administrative support, she looked for a home that supported all administrative professionals. A world where you can learn more about your role, get support and training in your role, meet other people in similar roles and actually have fun in the process.

She didn't find it, so she created it. Merging practical knowledge, advanced experience, creative ideas and connections with administrative professionals all over the world she is creating a community of education, inspiration, camaraderie and support. Welcome to The Administrative Suite, LLC.

*The Administrative Suite, LLC is a full service suite for Administrative Professionals - empowering and educating assistants in their professional journey. We work with leaders on partnering with their assistants and finding assistants. We partner with businesses and organizations to offer administrative training. We also partner with entrepreneurs and small businesses to provide virtual assistant services.*