

ADMINISTRATIVE ASSISTANT

Career Overview

Highly focused and results-oriented professional who works with a sense of urgency to anticipate the needs of senior-level executives. Thrives in a fast paced, dynamic environment while supporting confidential, complex, and deadline-driven operations. Customer-oriented and computer-savvy.

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Skill Highlights

Microsoft Office proficiency Strong problem solver
Excel spreadsheets Customer service-oriented
Meticulous attention to detail Meeting planning Â
Travel administration Professional and mature Â

Professional Experience

Administrative Assistant Jan 1996 to Oct 1997

Company Name 1/4 City , State

- Administrative Assistant to the President/CEO of statewide mental health organization. Collaborated with doctors, therapists, and administrators to originate monthly billing and reports involving corporate accounts such as nursing facilities and state-funded mental health facilities.
- Responsible for accounts payable/accounts receivable that includes medical billing/processing for the President/CEO's private patients and the month end financial closing process.
- Responsible for all medical transcription for approximately 10 doctors and therapists.

Multi-Media/Graphic Arts Secretary Oct 1997 to May 2008

Company Name 1/4 City , State

- Assist the Senior Pastor in developing marketing programs realizing a 6% increase in attendance over the previous year. This includes the designing/creation/printing of promotional work including in-house and direct mailings, weekly church program with activities, programs, information and more, and weekly PowerPoint presentations.
- Assisted with the implementation of a new website realizing a 7% increase in attendance and web management including designing/creating logos, pictures, articles, and e-marketing special events and weekly activities and managing/maintaining staff email accounts and all church correspondence, including mass e-marketing efforts.
- Created weekly and monthly financial reports used to assist the Financial Secretary in preparing monthly/quarterly/year-end financials.

Point of Sale Manager Jan 1989 to Dec 1995

Company Name 1/4 City , State

Reported directly to store owner providing retail pricing and in-house promotional work for entire store. This included Direct Store Delivery invoicing, preparing annual profit reports and working directly with all account representatives from various food companies.

Senior Secretary Jun 2008 to Dec 2009

Company Name 1/4 City , State

- Provide secretarial and administrative support functions to various members of the Retail Leadership Team and their support staff in an efficient and effective manner.
- Responsible for document preparation and creating presentations and Excel spreadsheets in an organized and timely manner, SAP reports, daily financial reports, and necessary materials for meetings.
- Support various Category Management initiatives such as maintaining the Tire Book and In-Stock Report, Retail's interim point-of-sale Excel based program. This includes daily maintenance and analytics utilizing Access databases interfaced with Excel. Maintain the Tire Order Pad, the tire replenishment process for Retail including daily maintenance and analytics utilizing Access databases interfaced with Excel.
- Support various Marketing initiatives, including but not limited to, invoice processing, advertising proofing, distribution of various reports, plant sale rebate processing, data collection and reporting and daily updating and maintaining data for Retail's intranet site (Pit Row).
- Assist with the annual DMR Conference: Planning and coordinating a cost effective conference, preparing presentations, assisting with the planning of the agenda, planning of team building events, and serving as host and point person for 75+ attendees.

Executive Secretary Dec 2009 to Jan 2013

Company Name 1/4 City , State

- Provide administrative and professional support to the Vice President & CIO and HR Director, Global Finance & IT along with 10+ members of the Global Leadership Team and their support staff in an efficient and effective manner. This includes the coordinating and

maintaining of schedules, meetings, travel arrangements, managing/submitting expense reports and coordinating the quarterly global leadership meetings. Also, serve as back-up support to the Vice President & Controller and support staff.

- Support various Human Resources initiatives such as assisting with the preparation of succession planning, assisting in the interview process, on-boarding process of new hires and transfers and recording of 175+ associates' attendance by entering all exceptions into the database system
- Develop and execute the IT Intern and Development Program serving as Steering Committee Lead, which includes the recruiting, training and on-going support of interns and development program associates, hiring managers and mentors. Key actions include leading the team in selecting appropriate positions for interns, selecting mentors for students during their internships, and recruiting top talent from 5 target universities and the INROADS program. Responsible for retaining talent from the intern program either as returning interns or as development program associates. Established a new program process by creating and maintaining 3 websites for the Steering Committee, Interns and Hiring Managers.
- Support Global Infrastructure Services in the daily maintenance of the Project Tracker database including monitoring email, entering projects and assignments within 2 days of receipt and maintaining resource information.
- Coordinate quarterly Global Communication Meetings, which includes scheduling, preparation, and assisting in providing technical support with Telecom and Creative Services and creation of the feedback survey.

Multi-Media/Graphic Arts Secretary Oct 1997 to May 2008

Company Name 1/4 City, State

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Executive Assistant Jan 2013 to Current

Company Name 1/4 City, State

Team with Chief Human Resources Officer and the Senior Vice President, Global Sales and Marketing, providing administrative and professional support to ensure the effective, efficient and confidential operations for the office of the Senior Vice President of Human Resources and the office of Global Sales and Marketing under minimum supervision.

Provide HR generalist support for the key processes and tasks associated with Human Resources, which includes executive compensation, succession planning, union relations, executive search, etc.

Administrative support includes coordinating and maintaining of schedules, meetings, travel arrangements, managing/submitting expense reports and coordinating the quarterly global leadership meetings. Also, serve as back-up support to the Senior Vice President, Global Communications.

Administrative Assistant Jan 1996 to Jan 1997

Company Name 1/4 City, State

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Education

Bachelor of Science, Organizational Management Human Resources 2016 Colorado Christian University

Graduate

Skills

MSOffice: PowerPoint, Publisher, Word Excel

Desktop Publishing Software: Photoshop,