Linda Rodriguez

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# Objective

Experienced and skilled Administrative Assistant seeking administrative position with a reputable company.

# EXPERIENCE

| 01/2017 – 03/2020 | Executive Assistant,GBC NV, LLC, Reno NV   * + - Support CEO and CFO     - Manage calendar and meeting set-up     - Process financial reports and update QuickBooks     - Travel arrangements including air, hotel and car rentals and process expense reports |
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| 01/2015 – 01/2017 | Senior Administrative Assistant, ProTrials Research, San Jose, CA   * + - Support Business Development group     - Travel arrangements including air, train, hotel and car rental reservations     - Coordinate special events with catering and conference room with online audio and visual set-up     - Compile presentations and spreadsheets     - Company webpage updates |
| 06/2014 – 11/2014 | Senior Administrative Assistant, Meru Networks, Sunnyvale, CA   * + - Support Marketing department     - Calendar management and meeting set up including conference calls     - Processed expense reports     - Procurement of marketing collateral |
| 06/2004 – 11/2013 | Administrative Assistant, Maxim Integrated, San Jose, CA   * + - Support Executive Directors, Business Managers and worldwide staff of 160 employees     - Domestic and international travel arrangements including securing international visas     - Supported quarterly Board of Directors meetings on-site     - Manage calendar and prioritizing meetings and conference calls     - Organize in-house and off-site meetings including securing meeting space     - Set-up audio and visual including conference bridge, screen and projectors. Virtual platform WebEx, NetMeeting, GoToMeeting and others     - Coordinate and prepare face to face or virtual appointments and meetings     - Prepare and process expense reports, reconcile and maintain files and records     - Coordinate new hire interview process including travel arrangements. Assist on-boarding of new hires and contractors including cube or office location, badge assignment and equipment setup |

# Skills & Abilities

| Technology | Standard computer software including Windows, MSOffice Suite; Excel, Word, Outlook and PowerPoint, Google Suite; Sheets, Docs and Gmail.  Various software systems including:  Asana/Trello, Slack, Zoom/Skype, Concur, Workday, Wells Fargo Bank/CEO (Expense reporting), eRadar (Travel request and Requests to Hire), EZTrack (Productivity reports), MARS (Purchase requests), PC Request System, Acumen (Timebank requests), Footprints (MIS, Facilities, Procure to Pay and Employee Services), Analyzer (Daily Bookings Reports), GPS (Goals and Performance reports) |
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# eDUCATION

| 10/1997 – 04/1999 | Associates degree, Computer Learning Center, San Jose, CA |
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