

Rachel Panatal
Executive Assistant
GASTech – Kronos
Abila, Kronos

Qualifications

- Accomplished executive assistant offering 10 years of administrative experience reporting to chief corporate officers.
- Consummate professional dedicated to making the lives of the busy executive easier. Serves as an effective gatekeeper; manages busy calendars and efficiently handles required tasks.
- Proficient user of all main stream office software, such as MS Office.

Professional Experience

GASTech - Kronos

Senior Executive Assistant

2013-Present

- Provide administrative and business support to the CIO of GASTech, Kronos headquarters.
- Maintain CIO's calendar, including management of travel and teleconferences.
- Enhance communication between technical teams and executive branch, fostering a sense of teamwork and collaboration.

XYZ Manufacturing

Executive Assistant

2004-2013

- Supported multiple senior level managers at XYZ Manufacturing, a large multi-site manufacturing corporation.
- Negotiated favorable terms and pricing agreements with resorts, vendors, caterers and other providers for service at special events, saving at least \$50K annually.
- Planned and coordinated PR initiatives, business development events, partner retreats, holiday parties and more.
- Completed staff orientation seminars for approximately 30 staff.