

Dedicated Executive Assistant with over 12 years of progressive experience providing comprehensive high-level support to senior executives, including eight years of C-level support.

Thrives in a fast paced, high stakes environment, maintaining composure while prioritizing and managing multiple deadline-driven projects. Confident, creative and analytical problem solver exhibiting sound judgment. Highly approachable and committed to providing unmatched customer service to board members, executives, managers and clerical staff. Excellent cross-cultural communication skills and adaptability in international settings. Flawless record of maintaining confidentiality in highly sensitive situations. Embraces and easily adopts new technology. Experience at both public and private institutions. Accustomed to 24/7/365 environments.

EXPERTISE

Complex Travel Arrangements. Creates highly detailed itineraries for domestic and international travel utilizing private and commercial aircraft. Monitors and manages travel disruptions. Passport and visa applications and renewals.

Calendar Ownership. Proactively schedules, prioritizes, triages and delegates meetings in traditional, conference call and videoconference formats in varying time zones. Uses judgment to determine best use of executive's time.

Meeting and Event Planning. Plans and manages on- and off-site events for up to 500 attendees. Ensures adherence to budget guidelines and negotiates with vendors for venue, A/V, and catering. Develops agendas, records meeting minutes and conducts post-meeting action item follow up. Confers with facility managers for A/V and other equipment requirements. Plans dinners and cocktail hours.

Relationship Management. Provides leadership and guidance to clerical staff. Develops strong rapport with executive assistants, executives, managers, and administrative staff. Promotes inclusive environment for remote/international colleagues. Maintains relationships with vendors and other outside business associates.

Personal Assistance. Arranges and prepares for executive speaking engagements. Tracks special occasions; suggests and purchases gifts. Maintains records in reference to private equity/board involvement and investment portfolios. Coordinates home and auto repairs, personal appointments and sitters. Plans vacations, weddings and family events. Completes expense reports and account reconciliations.

Key Attributes. High degree of discretion. Analytical problem-solver with sound judgement in high-stakes environments. Provides unmatched customer service. Excellent cross-cultural communicator. Tech enthusiast.

EXPERIENCE

Orbitz Worldwide

Chicago, Illinois

04/2013-present

Executive Assistant to the President and the CTO

- Heavy travel, calendaring, event planning, T&E, project management. Selected to be the backup EA to the CEO
- Primary liaison between HQ and remote offices
- Successfully planned and managed the annual Global Forums, a week-long multi-track conference with ~200 international attendees
- Redesigned tracking and booking system for media barter program; manage media outlet barter accounts

KRISTA PROKOPCZYK

EXECUTIVE ASSISTANT

660 W. Wayman #302B · Chicago, Illinois · 60661
815.207.0847 · krista.prokop@gmail.com

Affinia Group

McHenry, Illinois

10/2011-04/2013

Executive Assistant to the CEO

- Heavy travel, calendaring, event planning, T&E, project management
- Managed board meetings; primary board liaison
- Developed tracking system for capital investment proposals; designed electronic facility performance metrics tracker
- Managed one administrative assistant

Groupon

Chicago, Illinois

07/2011-10/2011

Executive Assistant to the General Counsel and SVP HR

- Travel, calendaring, event planning
- Overhauled the legal department's filing system
- When I began working at Groupon my former employer, Affinia, pursued me aggressively. After 3 months I returned to my former position

Affinia Group

McHenry, Illinois

04/2006-07/2011

Executive Assistant to the CEO 2007-2011

Executive Assistant to the VP Operations 2006-2007

- I left Affinia in July 2011 for an opportunity at Groupon. While working at Groupon, Affinia's CEO pursued me aggressively and I returned to Affinia after three months

4Refuel

Langley, British Columbia

01/2005-03/2006

Executive Assistant to the VP Finance

- Travel, calendaring, event planning
- Automated bank reconciliations in Excel & SAP (a previously manual process)
- Identified flaws and implemented controls in commission database queries

RYCO Construction

Lake in the Hills, Illinois

06/2002-08/2004

Administrative Assistant

- Implemented barcode timecard system
- Built materials database

SOFTWARE

Expert: OSX, Windows, Outlook, Excel, PowerPoint, Word, Concur, Res-X, OFB, iOS, Android

Intermediate: Linux (Ubuntu), Access, Publisher, Project, Photoshop, QuickBooks, SAP

EDUCATION

Columbia College of Missouri - Incomplete BBA; attending part-time nights

Private Tutor - Currently learning programming with Python and Ruby