

## ADMINISTRATIVE ASSISTANT

### Summary

Masters prepared Administrative Assistant seeking a position as Human Resource Assistant. Exceptional administrative skills, human resource experience, and 13 years of experience working with C-suite executives.

### Highlights

Microsoft Outlook, Word, Excel, Power Point, Adobe Pro, SharePoint.

### Accomplishments

Supported SVP through personal document management, calendar organization and collateral preparation for meetings.

### Experience

Company Name City , State Administrative Assistant 10/2014 to 11/2015

- Provide administrative support to Director of Operations and Plant Manager including managing their complex calendars and making domestic and international travel arrangements. Prepare presentations and assist in creation and editing of monthly newsletter. Prepare Global Reports & compile Management Reports. Reconcile expense reports. Organize off site meetings and Career Fairs. Open, sort, and distribute incoming correspondence, including faxes and email.
- Coordinate catering for luncheons and other meetings.

Company Name City , State Administrative Assistant II 09/2013 to 09/2014

- Provided administrative support to Chief Academic Officer and VP of Research. Managed calendars for two busy corporate executives while ensuring deadlines and time lines were met. Managed technology and c partner/stakeholder relationships. Transcribed/compiled meeting minutes. Reviewed and processed expense reports. Coordinated Department meetings and trainings. Arranged travel. Performed payroll functions, such as maintained timekeeping information and processed and submitted payroll. Proofread and ensured company policies were followed. Managed paper or electronic filing systems.

Company Name City , State EA/Project Manager 11/2012 to 07/2013

- Provided system and project planning; and administrative support to SVP.
- Estimated, executed, and implemented projects within the system.
- Ensured deadlines and time lines were met.
- Demonstrated superior skills in managing data and in using data to drive decision making.
- Trained users and answered questions.
- Presented research findings to groups of people.
- Performed needs assessments in order to determine the types of research and information that were required.
- Served as gate keeper for SVP Managed calendar and made travel arrangements for SVP.

Company Name City , State EA/Supervising Corporate Assistant 03/2008 to 09/2012

- Supervised corporate assistants and provided administrative support to SVP.
- Performed Human Resources responsibilities such as: selection, interviewing, hiring, on-boarding, training, and employee engagement.
- Assisted with CEO search
- Reviewed job performance issues with employees to identify causes and issues and worked on resolving issues.
- Interpreted and communicated procedures and policies to staff.

- Managed projects for Clinical Operations Department Filed and retrieved corporate documents, records, and reports.
- Prepared agendas and materials for meetings.
- Helped with departmental budget preparation.
- Created, maintained, and entered information into databases.
- Set up and managed paper and electronic filing systems.
- Composed and distributed meeting notes, reports, and presentations using Microsoft Word, Excel, or Power Point.
- Arranged conference, meeting, and travel reservations.
- Conducted Internet based searches.
- Reviewed work done by others to check spelling and grammar, and ensured company policies were followed (proofreader).
- Set up media equipment for meetings and web conferences.

Company Name City , State EA/Corporate Assistant 03/2001 to 03/2008

- Provided administrative support to SVP.
- Managed executive's schedule and served as gate keeper.
- Screened SVP's calls and assigned callers to appropriate parties.
- Compiled, transcribed, and distributed meeting minutes.
- Performed general office duties, such as ordered supplies and maintained records management database systems.
- Made domestic and international travel arrangements.
- Prepared agendas and made arrangements, such as coordinated catering for luncheons, for committee, board, and other meetings.
- Provided back up for CEO Executive Assistant.
- Managed projects within Clinical Operations.
- Prepared Power Point presentations and Board packets.
- Planned and organized retreats and significant events.
- Reviewed and processed expense reports for eight executives.
- Compiled and reported payroll reports for clinical operations staff.

Company Name City , State Executive Assistant 10/2000 to 03/2001

- Provided administrative support to President of Home Health Maintained President's calendar in Microsoft Outlook.
- Trained all new/current Provena Home Health employees to be proficient in Outlook.
- Scheduled appointments and meetings.
- Prepared meeting packets.
- Created tracking spreadsheets in Microsoft Excel.
- Prepared Power Point presentations and packets for Board Committee meetings
- Transcribed/compiled meeting minutes.

#### Education

Master of Science : Management Human Resources Jan 2012 Indiana Wesleyan University , City , State Management Human Resources

Bachelor of Science : Management Human Resources Jan 2007 Olivet Nazarene University , City , State GPA: Summa Cum Laude Management Human Resources

#### Skills

- Decision making
- Screening
- Interviewing
- Multi-Tasking
- Presentations
- Project Management
- Newsletter
- Expense reports