

SALES

Career Overview

Executive Assistant who is skilled at multi-tasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet client and company needs.

Skill Highlights

Time management

- | | |
|--------------------------------|-------------------------|
| Meticulous attention to detail | • Travel administration |
| | • Scheduling |
| Microsoft Office proficiency | • Self-starter |
| | • Meeting planning |
| Invoice processing | |

Core Accomplishments

Calendaring

- Planned all meetings and travel for CEO.

Scheduling

- Facilitated onboarding of new employees by scheduling training, answering questions and processing paperwork.

Process Improvement

- Oversaw implementation of new phone system which resulted in more cost-effective service.

Research

- Investigated any necessary information for proper billing for insurance companies, patients and DMEs such as proper billing codes.

Data Organization

- Improved office organization by compiling quarterly budget reports, financial spreadsheets, organizational charts and company data reports using advanced Microsoft Excel functions.

Multitasking

- Demonstrated proficiencies in telephone, e-mail, fax and front-desk reception within high-volume environment.

Administration

- Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.

Reporting

- Maintained status reports to provide management with updated information for client projects.

Planning

- Arranged, scheduled and coordinated all logistics and travel itineraries for staff of 10 employees.

- Ensured staff was equipped with all necessary supplies and collateral for long distance travel.

Formally recognized for playing an instrumental role in the implementation of cost savings measures.

Experience

Sales

October 2014 to Current Company Name - City , State

Coordinated customer facing webinars, including developing relationships with vendors, tracking customer attendance and post-webinar follow-up.

Freelance

January 2014 to Current Company Name - City , State

Arranged appropriate travel, visas, agendas, necessary contacts and country information. Maintained and coordinated executive and senior management vacation, day-to-day meeting and travel schedules. Wrote and distributed meeting minutes to appropriate individuals. Coordinated customer facing webinars, including developing relationships with vendors, tracking customer attendance and post-webinar follow-up. Managed desktop publishing and proposal and memo typing.

Executive Assistant Executive Assistant

February 2011 to July 2013 Company Name - City , State

- Sole assistant for Eastern half of North America Highly versed in linguistics, strategic writing and language.
- Composed marketing documentation in addition to territory-wide email Prepared and processed expense reports, enforced mandatory budget policies for sales account managers Simultaneously managed calendars of numerous executives Booked travel, both international & domestic Managed facility logistics, vendor maintenance Managed training classes ranging from 5 to 50 guests for McAfee's New York City office Staffed conferences held at the Jacob Javitz center in New York City as well as Las Vegas' boutique hotel The Venetian Planned and attended quarterly reviews in five regions across North America.
- Human Resources representative for New York City; conceptualized and placed into action a uniform on- boarding manual Fully versed in sales and operational data, forecasting Assisted, and more importantly was trusted, in details of personal matters.
- Designed PowerPoint presentations for monthly divisional meetings with top-level executives.
- Scheduled Board of Directors meetings and assisted with meeting materials and agendas.
- Maintained and coordinated executive and senior management vacation, day-to-day meeting and travel schedules.
- Collaborated with other administrative team members, human resources and the finance department on special projects and events.
- Provided logistical support to visiting executives in coordination with other Executive Assistants.
- Coordinated customer facing webinars, including developing relationships with vendors, tracking customer attendance and post-webinar follow-up.
- Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.
- Investigated issues and problems and drafted responses to urgent requests.
- Served as Executive Assistant to the national sales manager, marketing manager and senior product managers.
- Initiated and updated yearly dealer agreements and dealer applications.
- Approved travel expenses and reimbursement requests.
- Arranged appropriate travel, visas, agendas, necessary contacts and country information.

Supervisor

June 2006 to February 2011 Company Name - City , State

- Oversaw staff ranging from 2-10 employees per shift Observed established trends to market purposefully, divided sales into micro-segments, in order to increase RTD sales Utilized

revenue data along with environmental factors as primary source of research based upon direct contact with consumers.

Education

Bachelor's : Anthropology Hunter College - City , State

Emphasis in Linguistics

Skills

Microsoft Office Suite, Calendaring, Critical Thinking, Travel Arrangements

Additional Information

- LINKS
- <http://www.linkedin.com/in/rachellascalla>