

# Lynn M. Hillow

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**Summary:** A personable, enthusiastic and organized individual with keen attention to detail and a diverse skill set. Strong and proficient in Microsoft Word, Excel and Power Point. Exceptional analytical and problem-solving skills.

## **Experience**

### **Cleveland Codes/SoftwareDevelopment**

Tri-C, Cleveland, OH

3/2019-6/2019

### **Executive Assistant**

**Thompson Hine/Project Management Consultants, Cleveland, OH**

10/2017-2/2019

- Create PowerPoint presentations for partnering sessions
- Create Excel schedules for billing and tracking of engagements
- Create pivot tables for gathering information and presentations
- Draft and edit correspondence, memoranda, minutes and other legal documents.
- Review and edit proposals and other written materials.

### **Executive Assistant/ Financial Analyst**

**Cuyahoga County Convention Facilities Development Corporation (CCCFDC), Cleveland, OH**

7/2015-10/2017

- Promoted to CCCFDC, the oversight entity for the Huntington Convention Center of Cleveland, the Global Center for Health Innovation and the Downtown Hilton Hotel
- Reviewed and organized all legal documents including Charter, Assignment and Assumptions and regulatory documents.
- Accounting: Created monthly financial statements and completed monthly auditing of CCCFDC, Huntington Convention Center and Global Center financial statements
- Reviewed contracts and monthly reports/budgets from vendors for accuracy
- Created CCCFDC Budget and reviewed SMG budget
- Liaison with public officials including Mayors, County Executives and Business Leaders in NEO
- Assisted with creation and set up of office, including Policy and Procedure manuals in accordance with County guidelines
- Attended meetings with Executive Director and County Board
- Provided information to State Auditors

## **Executive Assistant to the Bishop**

### **Roman Catholic Diocese of Rochester, Rochester, NY**

7/2011-7/2015

- Promoted to Bishop's office in July 2011
- Gathered Diocesan data yearly for submittal to Rome
- Responsible for confidential correspondence throughout Diocese, Washington DC and Rome
- Participated in development of diocesan wide database taskforce
- Lead the Installation preparations for the new Bishop for over 1,000 guests and coordinated travel for guests from out of town including security, hotel and transportation needs
- Headed the Eat Well, Live Well Diocese initiative
- Assisted 2 Bishops in Rochester and the Bishop from Syracuse while he was Apostolic Administrator
- Coordinated document reviews between cities and corresponded daily with neighboring Dioceses
- Maintain rosters of all Councils, including minutes, agendas, correspondence and COI forms

## **Finance Specialist /Executive Assistant**

### **Roman Catholic Diocese of Rochester, Rochester, NY**

1/2010-7/2011

#### **Executive Assistant to the CFO, Director of Finance, Risk Management and Buildings & Properties**

- Responsible for Insurance PSIP database for premium invoicing to 81 parishes in Diocese
- Create and maintain PowerPoint presentations
- Assist Chancellor's office in legal billing to parishes
- Assist and streamline processes for building and properties department
- High degree of confidentiality

## **BOARD MEMBERSHIP**

### **FBI Cleveland Citizen's Academy Alumni Association**

**Graduate of 2018 Class and elected to Board Treasurer August 2018**

**Prepare monthly financial statements for board**

**Part of membership committee**

**Instrumental in implementing NetSuite with web developer**

## **EDUCATION**

Ursuline College 1984-1985

Kent State University 1987-1988

Tri-C Cleveland Codes 2019