

MARINA KAEUFER

2726 Gallows Rd, apt 1511, Vienna, VA 22180 ☎443.735.7200 ✉marishutka@yahoo.com

QUALIFICATIONS SUMMARY

Highly organized, detailed and self-motivated professional with experience in C-Suite Support, Project Management, audit, store organization and customer service.

PROFESSIONAL EXPERIENCE

Project Manager Evolent Health

January 2019-Present
Arlington, VA

- Lead a diverse Clinical Information Technology projects from project kickoff through closeout.
- Updated and maintained project delivery tools (i.e. agenda, meeting minutes, project plans, status updates, risks & issues).
- Coordinated cross-functional teams through meetings and progress measurement activity which brought distinct, specific projects to completion both on time and within budget.
- Collaborated between project team members to ensure the team is provided with clear and accurate information in a timely manner.
- Assisted with on-boarding, researching, recruiting, scheduling and coordinating communication for candidates, facilitating onsite interviews and video conferences.
- Planned, managed and controlled projects to stay on schedule and delivered not only the key project deliverables but also ensure the business outcomes are achieved.
- Created and maintained team project schedules, milestones, tasks and communication plans. Coordinated change requests and escalated high priority items.
- Managed processes, tools and organizational resources to initiate, plan, control, execute and close projects associated with various strategic initiatives, operational changes, compliance requirements, and technology and/or operational improvements.
- Ensured company is meeting or exceeding service level agreements (SLA's) and other key operations performance indicators as a part of our agreement with clients.

Sr Executive Assistant Evolent Health

August 2015- January 2019
Arlington, VA

- Proactively managed executives' calendars (scheduling, planning, coordination, support and execution of meetings/events) with attention to accuracy, detail, and allocation of time to promote productivity and recognize the need to reprioritize as appropriate.
- Built relationships with internal and external clients and obtained an understanding of priorities, projects and preferences in order to meet expectations.
- Attended and supported meetings, including room set up, agendas preparation, member/guest sign in, dial-in support, preparation and distribution of meeting materials/handouts, and presentation support.
- Effectively supported and backed up other executive assistants, especially for high priority meetings, deadlines and deliverables.
- Coordinated domestic and international travel in compliance with existing policies and procedures, ensuring effective use of time and resources for the leadership team.
- Tracked and helped to drive completion of key deliverables and followed up on outstanding items.
- Facilitated and provided a bridge for smooth communication between departments; proactively identified communication needs and opportunities to create processes and systems and proposes solutions to streamline office flow.
- Maintained materials and files in all formats for ease of retrieval and access for executives, team members and other departments.

Administrative Assistant George Washington University Hospital

January 2011-August 2015
Washington D.C.

- Scheduled and coordinated appointments to ensure 100% on-time preparation for surgical procedures.

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- Answered high volume of incoming calls and in-person inquiries from patients and colleagues, providing necessary and accurate information and referrals, and able to effectively multi-task and work successfully in a fast-paced, deadline-driven environment.
- Improved the process of pre-surgery preparation by 25% through proactive phone notification calls to all surgery patients for pre-admission testing process.
- Interacted and communicate with various departments to respond timely to internal/external requests for patients' medical results and reports to ensure highest customer service.
- Prepared reimbursements, expense reports and materials for management, physicians and surgeons.

Shift Manager

October 2007-January 2011

Wawa Inc.,

Ocean City, MD

- Managed employees and assigned tasks appropriately to ensure the store is clean, adequately stocked, organized, well-kept and priced correctly.
- Assisted in the hiring process by reviewing applications, selecting best applicants, setting up interviews with management and directly participating in interviews.
- Helped with seasonal employment work-sharing arrangements to minimize layoffs and unemployment compensation costs; staffed and adjusted work force to fit seasonal needs with a minimum of unproductive labor costs.
- Managed revenue and financial transactions including cash handling and deposit reconciliation to ensure 100% accuracy.
- Prepared necessary reports for store meetings, submitted daily invoices and recaps accurately and timely such as: sales recaps, employee performance recaps and equipment maintenance recaps.

Night Audit Manager

April 2006-November 2009

Quality Inn Boardwalk

Ocean City, MD

- Balanced and posted charges/settlements for previous day to ensure 100% accuracy.
- Prepared detailed daily reports noting discrepancies and out-of-balance accounts.
- Tracked room revenues, occupancy percentages and other front desk statistics for month-to-month evaluations of the hotel operations.
- Balanced and audit for accuracy room revenue, cashier's reports, and guests and house accounts and telephone revenue; assisted the preparation of all reports relevant to daily revenue.

EDUCATION

Kabardino-Balkaria State Academy, Russian Federation
B.S. in Book Keeping, Analysis and Audit

2009

Wor-Wic Community College, Salisbury MD
A.S. in Criminal Justice/Law Enforcement Administration

2011

Fluent in Russian