

# Tanya M. Lawson

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**OBJECTIVE:** Highly organized Executive Assistant with 20+ years supporting senior leadership, managing calendars, coordinating cross-functional projects, and maintaining high standards of confidentiality. Proven ability to thrive in fast-paced, agile environments while juggling shifting priorities and interfacing with internal teams, external partners, and high-level stakeholders. Seeking to bring my strengths in executive support, operations, and relationship management to the Executive Assistant role at Audible, assisting the Global Head of Urban Innovation.

**SKILLS:** Executive Support • Calendar & Schedule Management • Travel Coordination • Cross-functional Collaboration • Project Coordination • Event Planning • Expense Reporting • Discretion & Confidentiality • Multitasking & Prioritization • Microsoft Office Suite • Problem Solving • Communication & Professional Correspondence • Stakeholder Engagement

## CONTINUING EDUCATION:

<b>Coursera – Vanderbilt University</b> OpenAI GPTs: Creating Your Own Custom AI Assistants	<b>Jan 2025</b> <b>Degree:</b> Certificate
<b>GrowthSchool Generative AI Mastermind</b> 16 Hours – Prompt Engineering, AI Automations	<b>Dec 2024</b> <b>Degree:</b> Certificate
<b>Coursera – University of Michigan</b> 18 Hours – Python Programming for Everybody	<b>Nov 2022</b> <b>Degree:</b> Certificate

<b>EDUCATION:</b> <b>Academy of Massage Therapy, Hackensack, NJ</b> Clinical Massage Therapy	<b>Degree:</b> Certificate (13-month Program)
<b>American Business Institute, New York, NY</b> Certified Executive Secretary and Word Processor	<b>Degree:</b> Certificate (12-month Program)
<b>Murray Bergtraum for Business Careers High School</b>	<b>Degree:</b> Diploma

## EXPERIENCE:

<b>A &amp; E Group – Nashville, Tennessee</b> Remote Operations Manager	<b>Mar 2023 – May 2025</b> Part-time
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- Served as the executive's primary administrative partner, managing schedules, coordinating meetings, and ensuring smooth cross-team communication in a fast-paced remote environment.
- Managed expense reporting, billing reconciliation, and confidential documentation for executive-level operations.
- Organized virtual and in-person team meetings, trainings, and operational events; prepared agendas, minutes, presentations, and supporting materials.
- Handled sensitive information with discretion and maintained trust-based relationships with internal leadership, partner organizations, and vendors.

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## **Licensed Massage Therapist – Self Employed**

**Jun 2010 – Mar 2025**

- Gained firsthand experience in entrepreneurship and the demands of running a small business.
- Managed end-to-end client experience from intake and scheduling to follow-up and resolution, maintaining meticulous records and delivering consistent satisfaction.
- Demonstrated exceptional active listening and problem-solving skills to meet individual client needs.
- Managed scheduling and financial decisions independently, ensuring steady income and operational sustainability.

## **Lele's Used Cars Lot – Orange, New Jersey**

**Apr 2019 – Jul 2024**

### **Office Manager/Executive Assistant**

- Provided high-level executive support to the owner, managing calendars, travel arrangements, and multi-step scheduling needs involving customers, vendors, and state agencies.
- Drafted professional correspondence, prepared reports, and coordinated follow-ups with key partners and government officials (NJDMV).
- Coordinated onsite and offsite meetings, prepared documentation, and ensured agendas and materials were delivered ahead of deadlines.
- Managed confidential customer and financial records with integrity and accuracy.
- Oversaw daily office operations, vendor relationships, and technology support, ensuring a seamless and professional work environment.
- Balanced competing priorities and rapidly shifting tasks with independence and sound judgment.

## **Catholic Charities – Dept. of Persons with Disabilities**

**Nov 2010 – Jan 2017**

### **Residential Counselor – Direct Care Position**

- Provided support services: daily living, life skill development, supportive residential counseling, transportation, etc. as needed by each resident to residents to foster their individual growth and development.
- Provided compassionate, personalized care and problem resolution in emotionally sensitive settings—skills directly transferable to customer advocacy and escalation management.
- Administered and supervised medication.
- Participates in the development and implementation of the Individual Recovery Plan for each resident.
- Communicated, in written & verbal form, assessments & observations of consumers to other treatment team members. Maintained accurate/current client documentation according to accrediting standards.

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**Interstate Industrial Corp., Clifton, NJ 07012**

**Nov 2001 to Aug 2009**

Executive Support to CFO and Controllers

## **Contract Administration:**

- Provided timely communication and resolution of account discrepancies and payment issues.
- Maintained accounts receivable aging reports to monitor outstanding balances.
- Organized and updated contract files, including:
  - Executed contracts, approved and pending change orders, and certificates of insurance.
- Entered budgets for new projects into the Timberline system.
- Issued job cost reports to Project Managers for financial oversight.

## **Accounting:**

- Informed executives of daily cash balances to aid in financial decision-making.
- Deposited receipts and recorded transactions in accounts receivable and the general ledger.
- Ensured accurate cash postings in the accounting system.
- Managed all wire transfers, including:
  - Initiated transfers, setup bank accounts in the system, maintained bank files and backups.
- Ensured weekly payroll taxes were submitted via Electronic Funds Transfer (EFT) and recorded in the system.
- Entered requisitions and reconciled amounts with Timberline contract information.
- Prepared monthly analyses, including:
  - General & Administrative (G&A) expenses, legal costs, and cash transfers.

## **Payroll:**

- Prepared and distributed bi-weekly payroll for Atlantis Health Club.
- Assisted the payroll administrator with weekly payroll for Interstate Industrial and Interstate Drywall, including:
  - Paid taxes, accordingly, entered new hires into the system, recorded weekly time entries.
  - Completed labor forms to ensure proper union payments.
- Ensured accurate recording of all deductions, such as:
  - Union dues, 401(k) contributions, and garnishments.

**REFERENCES:** Available Upon Request