

Executive Assistant to CEO Executive Assistant to CEO Work Experience Executive Assistant to CEO December 2017 to Present Provide administrative support to the Chief Executive Officer; act as liaison to senior executives and clients Manage calendar; proactively schedule meetings, client appointments, and conference calls Coordinate detailed international and domestic travel arrangements; book flights, hotels, ground transportation, and dining reservations; prepare itineraries and expense reports Book speaking engagements and coordinate all related logistics including travel arrangements Prepare first drafts of SOW's, reports, and presentations for CEO Create financial budgets and update internal pipeline Collaborate closely with the CEO on special projects Support the Human Resources Department with recruiting effort

Strativity Group - Hackensack, NJ May 2016 to Present Event Planner June 2017 to December 2017 Identified venues based on size, location, and budget Secured meeting rooms and coordinated hotel reservations and transportation for attendees Arranged audio-visual equipment, displays, and signage; managed printing and shipping of materials Managed event registration and internal/external communications Selected promotional materials - worked internally on designs and collaborated with vendors on production Conducted post-event evaluations and report on outcomes

Project Manager May 2016 to June 2017 Created and maintained project plans based on scope and resources Ensured all project deliverables were completed on-time, within scope, and within budget Worked closely with content developers to ensure training content aligns with client expectations Coordinated training sessions and managed all communications with facilitators Performed data analysis on specific reports, found trends, and communicated findings internally

IT Project Manager Mediaocean September 2014 to October 2015 Created and maintained detailed project plans for new implementations Conducted internal meetings to obtain project status from all departments Worked closely with Account Managers and reported issues or risks

Mediaocean - Hasbrouck Heights, NJ September 2011 to October 2015 IT Project Coordinator Mediaocean September 2011 to September 2014 Managed all aspects of Mediaocean's Software Development Life Cycle from scoping to Go Live Opened tickets for projects and issue tracking; maintained project specific status reports Scheduled meetings, tracked participants, and managed

client documents    Ensured client had access to the UAT environment and document management system Education Bachelor of Science in Business Administration in Organizational Management Thomas Edison State University - Trenton, NJ August 2015 Skills Jira, Sharepoint, Excel, Microsoft office, Outlook, Powerpoint, Word Additional Information SKILLS: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project), Adobe Creative Suite, Salesforce, SharePoint, Alfresco, Confluence, Jira, Clarizen, GoToMeeting, Join.me, Skype, Zoom, Fluent Spanish

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