

OFFICE MANAGER OFFICE MANAGER EXECUTIVE ASSISTANT DeSoto, TX I m a results-oriented administrative professional with project management and event planning experience. I find fulfillment in providing dependable and forward thinking assistance. I pride myself on demonstrating a significant awareness for detail, exceptional interpersonal skills and extraordinary communication. My broad range of experience coupled with my skills make for a valuable addition to any team. Authorized to work in the US for any employer Work Experience

OFFICE MANAGER Capitol Peak Ventures - Dallas, TX January 2019 to Present Ensure the office runs smoothly by providing coordination and general administrative support for all aspects of daily operations Maintains a clean office environment to include cleaning of desks, files and kitchen. Heavy Schedule Management using MS Outlook (scheduling calls, meetings, appointments and events). Arrange complex and detailed travel plans, both business and personal (airfare, hotels, car rentals, drivers, etc.). Create itineraries and compile documents for travel-related meetings. Oversee contracts and coordination with various vendors to include but not limited to: IT, internet and telephone service providers, office equipment providers, building maintenance, payroll services, etc. Assist in company marketing: Preparing presentations and collateral in MS Powerpoint (Adobe InDesign, Photoshop and Acrobat Pro experience a plus). Coordination with printing companies for hard copies of collateral. Coordination with outside marketing firms for company website maintenance. Conduct internet research related to projects, meeting attendees, etc. Maintain and order all office supplies Maintain company memberships, licensing, etc. Maintain some personal files and aid in various personal items as needed (personal appointment scheduling, dinner reservations, health insurance tracking, etc.) Answer company phones; Greet visitors and aid with in-office meeting prep (tidying office, making coffee, etc.) Monitor voicemail and email for owners, responding where applicable. Maintain receipt files, prepare and submit expense reports for business related charges Handle confidential and non-routine information. Compose and prepare confidential correspondence and documents. Create and maintain various databases, spreadsheet files, hard filing systems and online file server. Perform other duties as assigned.

EXECUTIVE ASSISTANT (CONTRACTOR) Alcon Labs - Fort Worth, TX June 2018 to January

2019 Provides executive assistance to the Global Head of Regulatory Affairs Manages the global calendar via Outlook Schedules ground transportation domestically and internationally

Coordinates domestic and international travel Updates the organizational charts monthly using Visio Prepares travel itineraries in multiple time zones Plans and organizes meetings, Town Halls and lunch/dinner meetings Monitors, reads and responds to manager's email and voicemails

Creates and submits expense reports via Concur Oversees booking of video conference rooms

Creates and enhances PowerPoint presentations Answers calls Prepared correspondence on manager's behalf Attends departmental meetings and follows up on action items Manages multiple complex projects at one time

PERSONAL EXECUTIVE ASSISTANT Emmitt & Pat Smith Enterprises, LLC - Dallas, TX April 2017 to June 2018 Provided executive and personal assistance to Pat Smith and family Acted as first point of contact: read, monitored and responded to manager's emails and voicemails Scheduled, facilitated and followed-up on action items from weekly team meetings Booked and arranged complex travel arrangements including ground transportation, accommodations, dinner reservations and on-site event preparation with glam squad

Prepared correspondence on Manager's behalf Planned and organized meetings with detailed preparation Attended meetings on Manager's behalf, delegating action items Created and managed databases Answered calls and liaised with clients, staff and vendors competently

Implemented contract review process Reviewed appearance contracts for content Directed the process for appearance requests working closely with outside vendors Acted as Gatekeeper to Manager's schedule, controlling access to the manager Kept the Manager abreast of important tasks and deadlines Attended and orchestrated the on-site details associated with an appearance

Provided in-home assistance with household requests Organized local transportation for family to/from appointments and activities Managed the staff's time off calendars Registered the family's children for school and summer activities Conducted product research Managed multiple complex projects at one time

CONTRACTOR - SENIOR EXECUTIVE ASSISTANT/ PROJECT COORDINATOR / IT DynCorp International - Fort Worth, TX October 2016 to June 2017 Provided day-to-day administrative support to the CIO (domestic and international travel, calendaring,

expense reports, presentations, scheduling meetings that included booking conference rooms, A/V setup and meals) Responded to customer requests via email, phone and other forms of communication Updated client accounts upon phone request from outside reps in real time Coordinated access to company systems, insuring all necessary data was submitted and approved Acted as point person for new employees, coordinating security badge issuance and systems access Expedited the onboarding of new employees by working closely with HR Set up new employees with access to company systems (TLS, PeopleSoft, Concur and Taleo) Made updates and changes to company employee tracking system Coordinated team office moves, updating organization and floor charts Posted job openings to company HR website Reconciled expenses charges to company credit cards PROJECT MANAGER/SENIOR EXECUTIVE ASSISTANT / Professional Services Eyemart Express - Farmers Branch, TX August 2015 to August 2016 Provided administrative support to Senior Executive Vice President & Director of Professional Services Arranged travel and scheduled meetings in multiple time zones Created expense reports in various currencies Tracked hours worked and paid time off for administration and employed doctors Responded to incoming calls and emails Participated in Bi-Weekly Team Call Acted as Doctor/Home Office Administration Liaison Worked independently on projects related to the success of optometrist offices all over the U.S., providing individualized customer service and support Managed doctor projects, monitoring each project through the process to completion Collaborated with various departments and doctors on status of projects Collected data, created correspondence and prepared and executed doctor mailings On-boarded new doctors obtaining confidential personal information and licensing for personnel files Reviewed invoices for submission to management for payment approval using DocuWare Managed Recruitment Lists and New Doctor Checklists collecting new data and updates from recruiters Planned and executed complex meetings and conferences Conferred with University of Houston for Continuing Education approval, proxy for CE courses and submitted records for credit hours Corresponded with instructors on CE approval, scheduled classes, travel arrangements and speaker fees Managed venue selections, event budgets, site visits and contract negotiations Arranged entertainment for

bi-annual doctor meetings Coordinated sponsorships to cover the cost of the doctor meetings

Negotiated pricing for meeting needs: give-a-ways, printed materials, raffles and custom apparel

Arranged school visits/presentations with Student Services and/or class officers to promote the company Reconciled all charges to budget and followed-up with venue contacts to close out programs

SENIOR EXECUTIVE ASSISTANT / Global Capital Markets and Texas Market Office

Cushman & Wakefield of Texas, Inc. / Cushman & Wakefield of Chicago, Inc - Wakefield, TX July 2009 to August 2015

July 2009 - August 2015 SENIOR EXECUTIVE ASSISTANT / Global Capital Markets and Texas Market Office Managed a wide variety of complex administrative duties for the President of Global Capital Markets Scheduled domestic and international in-person, WebEx and teleconference meetings in multiple time zones Coordinated domestic and international multi-site travel arrangements Prepared check requests and expense reports for the market office and legal department Assisted in the coordination and approval of executing contractual agreements

Monitored Broker spending accounts and reconciled market office credit accounts Utilized knowledge of company policies and department functions in creating correspondence, preparing financial reports and producing operational presentations Established policies and procedures to improve efficiency and effectiveness Provided back-up assistance to other support persons as needed Planned and executed in/external, local/global events that included client events and employee outings Secured HR files containing sensitive and confidential information

Executive Assistant Mars Hill Baptist Church of Chicago - Chicago, IL March 2012 to March 2014 Completed administrative tasks assigned by the Senior Pastor effectively and efficiently Provided personal assistance to the Pastor prior to and after worship services Directed members and visitors seeking information to the proper ministries Managed Pastor s calendar, contact database and distribution lists Scheduled and prepared for internal and external meetings and conferences creating agendas, handouts and sending meeting invites and reminders Made travel arrangements including hotel, flight, car rental and ground transportation Created internal and external communication by way of e-mail, letter, memo and/or text Acted as the liaison for the Next Generation Leadership Group Created marketing pieces including flyers and handouts

Made updates to social media sites and the church s website Provided direction and support to the staff and ministry leaders upon Pastor s request Created script for church announcements

Worked with external vendors to arrange off-site events Attended weekly staff and external meeting

Education Certificate Robert Morris Business University - Chicago, IL Skills BUDGET (1 year), PROJECT MANAGEMENT, VENDOR NEGOTIATIONS, PEOPLESOFT (5 years), SCHEDULING (10+ years), Office Management, Event Planning, Human Resources, Marketing

Additional Information KEY SKILLS Vendor Negotiations Management Project Management Budget Planning/Execution Scheduling/Transportation Management Relationship Management Meeting Planning and Preparation Microsoft Office Suite Lotus Notes and Outlook American Express Travel SharePoint, FS Navigator PeopleSoft, Assyst Salesforce, DocuWare

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