

Quality Database Administrator Quality Database Administrator Quality Database Administrator -  
Meggitt PLC Milford, OH SUMMARY OF QUALIFICATIONS Highly motivated administrative  
professional experienced within Fortune 500 companies and Non-Profit organizations. Capabilities  
Office Management Budget Management/Cost Control Customer Service Project Management  
Process Improvement Event Planning Public Relations Work Experience Quality Database  
Administrator Meggitt PLC October 2018 to Present Upload documents to Q-Pulse Database.  
Keep the users up-to-date. Run CA/PA, Audit and Occurrence reports on a weekly basis. Train  
others how to utilize Q-Pulse VANTIV - Finance (Workway) July 2009 to January 2018 ETHICON  
ENDO SURGERY - Packaging COE (Kelly Services) GE AVIATION - Mechanical Systems Design  
Technology (Johnson Services) LUXOTTICA RETAIL - Sunglass Hut (Adecco) LUXOTTICA  
RETAIL - Lenscrafters Learning and Development (Brooksource) GE CAPITAL - Risk and Fraud,  
Marketing (Viva Staffing) TECHSOFT SYSTEMS, INC. - IT Consultants (Office Team) GE  
AVIATION - Manufacturing and Process Engineering (Adecco) Summary of Duties for Contract  
Assignments Provided administrative support to Vice Presidents, a Chief Marketing Leader,  
Executive Leadership Teams, Section Managers, and Sub Section Managers. Performed daily  
calendar management. Started conference calls and video conference meetings. Made  
domestic and international travel arrangements. Project management as assigned. Managed  
and reported on team budgets, processed expenses. Processed and distributed weekly financial  
reports. Large event management. Organized and attended team outings and department  
celebrations. Generated letters, graphic presentations, pivot charts and tables, general  
correspondence, and other documents as assigned. Created / maintained electronic and hard  
copy filing systems for correspondence, records, reference data, reports, and sensitive documents  
for managers and staff. DELOITTE - International and Multi-State Tax Executive Assistant Deloitte  
June 2007 to October 2008 Calculated, created and processed client invoices, ran various reports  
(i.e. life-to-date, CAD and summary) so managers and staff can address billing issues via SAP.  
Acted as the Deloitte liaison to the Procter and Gamble Company by managing scheduling,  
processing, billing, correspondence and the database maintenance for three Deloitte programs

offered to P&G employees. Provided general office support (i.e. travel arrangements, copies, faxing, etc.) to one Tax Partner, two Tax Directors and three Senior Managers Attended daily Connections meetings to collaborate with peers and improve customer service. Program Assistant Knowledgeworks Foundation - Educators Knowledge Network October 2006 to April 2007 Monitored department budget to ensure invoices are coded to proper accounts. Processed invoices, check requests and payments to online Facilitators, Advisors and Ambassadors. Reconciled American Express Card reports for Manager and Trainer. Created event evaluation summaries to ensure improvement of future events. Assisted with the creation and distribution of monthly newsletters. Managed travel and conference registration for four program specialists and Team Manager. Created surveys with Survey Monkey and created reports of results to monitor the success of online site. Attended and assisted in creation of large events for online members in Northern Ohio by managing incentives, registration, music, photos and creating PowerPoint presentations. Assisted with maintenance and managed photos on web site. Coordinated web site anniversary celebrations for Ambassadors in Northern Ohio. Maintained communications for four Action Research teams. Member of the Fine Arts Fund Planning team. Executive Assistant LUXOTTICA RETAIL - (CBS Personnel Services) July 2004 to October 2006 Managed Associate Relations budget for US (\$1.3 MM) and Canada (\$200K). Coordinated Cincy-Cinco 2-Day event. Performed communications coordination for four culture teams, nine break-out groups and nine diversity subcommittees. Performed internet researches for diversity programs as requested. Managed travel arrangements for Vice-President and Associate Relations Director Reconciled business travel account to monitor travel spending. Created PowerPoint presentations and managed event coordination for the Vice President of Associate Relations. Move Captain for internal office relocation. Provided general office support for 10 Associate Relations Human Resource Managers. Coordinated new hire orientations, online training modules and tracked applications. Created month-end sales reports and kept General Manager informed of current sales volume. Created and distributed budget projection spreadsheets. Coordinated large events for sales customers. Administrator PROCTER & GAMBLE COMPANY May 1998 to

November 2003      Processed and managed Confidential Disclosure Agreements with outside vendors for quick access and legal reference.      Initiated and delivered Effort Reports on a monthly basis for management to monitor workflow.      Handled internal office moves for department to maintain daily workflow and minimize interruptions.      Managed security audit process to maintain company security standards.      Assisted in the orientation of new hires by sharing company policies and logistics.      Monitored, forecasted and summarized department budget of \$1.5MM and capital expenses of \$175MM.      Identified global cross charges of \$28M internationally and \$18M regionally which resulted in a reduction of dept. spending.      Developed and led Order Tracking team, which created an easier format for team members to track purchases.      Created a schedule for suppliers to deliver products on a routine basis which reduced excessive spending.      Monitored monthly expenses and reconciled American Express travel cards and procurement cards for department.      Processed project payment requests and purchase orders to maintain relationships with outside vendors and consultants.      Coordinated one and two-day symposiums for outside suppliers and upper management.      Designed and launched an online process for effective communication across administrative teams.      Researched, organized and obtained management approval for a one-day on-site Memory Retention course.      Assisted in knowledge mapping for tracking of various Research and Development processes.      Managed recruiting correspondence for project managers to hire the most talented recruits. Education Finneytown High School University of Cincinnati Skills Sharepoint, Sap, Visio, Excel, Outlook, Powerpoint, Word Additional Information SKILLS & ABILITIES      Microsoft Certifications      Word, Excel, PowerPoint, Outlook      Access, SharePoint Proficiencies SAP Visio Concur

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