

Research Projects Specialist Research Projects Specialist Research Projects Specialist Chicago, IL  
Work Experience Research Projects Specialist Nextions, LLC - Chicago, IL March 2019 to June 2019 Diversity & Inclusion research on workplaces) To ensure client confidence, final proofreader of contracts and presentations for (80%) law firm clients. To aid clients in research process steps, created and shared project plans, fielded client questions. For final client reporting, gathered, summarized and prepared research findings for CEO delivery to client. Software: Google Suite - Calendar, Drive, Docs, PowerPoint, Word, Excel, Insightly CRM, PandaDoc. Administrative Assistant in Agent Sales School Combined Insurance - Chicago, IL July 2015 to February 2018 Supported two Directors and 12 Trainers to train approximately 70 new students per week. To ensure student satisfaction, arranged hotels for students, per diem allowances, name tags, certificates. To ensure student success, continual contact with seven different entities connected to student training. Executed the full registration process (data gathering and upload to I-Pad, registration materials production or ordering) including registering or orienting students to classrooms and facility. For essential speedy turnaround, executed materials updates, continually ordered and stocked training materials. Software: Excel, Word, Outlook e-mail and calendar. Contract Administrative Assistant in Government Affairs Department Abbott Laboratories - Lake Bluff, IL July 2014 to July 2015 Supported three Directors who monitored regulations affecting patient reimbursement for products and services. Ensured travel budgets were adhered to, scheduled travel and meetings, performed timely reimbursements. Software: Excel, Word, Outlook e-mail and calendar, PowerPoint, WebEx, SharePoint, Concur. Assistant to CEO & HR Administrator, Office Manager AMI Group - Highland Park, IL July 2012 to March 2013 Assisted in continual proper functioning of computer network, copiers and phones, swapped backup drive weekly. AP/AR - bookkeeping, assigned charges of eight credit cards to LLC's for accountant and proper reporting. For quality control and healthcare provider compliance, oversaw and corresponded with healthcare providers. Software: Excel, QuickBooks, Word. Organic Certification Specialist Organic Valley - La Farge, WI June 2010 to March 2012 To maintain organic integrity of all products produced, liaised with 1,700 farmers, 20 organic certifiers, company logistics managers

and field coordinators. Daily use of Excel, Word, Outlook, database, heavy e-mail and phone use.

Alerted Managers, voluntarily researched and presented to COO fracking activity impacting farmers. Administrative Assistant KPMG - Chicago, IL November 2007 to June 2010 Supported two partners and two managers to execute billing, presentations, travel/reimbursement, and meetings. Proofed engagement letters, performed for manager client billing reconciliations for compliance. Edited PowerPoint presentations, voluntarily assisted associates in smooth delivery of department trainings. EXPERIENCE (Cont'd) Software: Excel, PowerPoint, Word, Outlook e-mail and calendar, WebEx. Temporary Alumni Special Events Assistant; Procurement Database University of Chicago June 2004 to December 2004 Procurement) June - Dec. 2004; 2005 Temporary Alumni Special Events Assistant; Procurement Database cleanup Assistance in creating alumni handbook, coordinating London school anniversary, annual reunion, new school dedications, speakers roundtables. Reorganization and cleanup for effective querying of minority-owned vendor database (MS Access). Education B.S. in Mass Communication Boston University

Name: Lisa Wilson

Email: rebeccabutler@example.net

Phone: 993.854.8632