

EXECUTIVE ASSISTANT EXECUTIVE ASSISTANT EXECUTIVE ASSISTANT Mount Vernon, WA

Work Experience EXECUTIVE ASSISTANT SM Energy Company - Denver, CO 2007 to 2018

Responsible for all administrative tasks, travel coordination, event planning, presentation development for the VP Controller (leads accounting department, 80+ employees), and the management team of the Accounting Department Managed Investor Relations (IR) Department's

planning schedule including earnings releases and calls, IR Investor Tours, and IR Conference participation throughout the US and Canada Provided administrative support to the Treasury

Department, the Financial Reporting Department and the Financial Planning and Analysis Department Assisted Chairman of the Charitable Giving Committee including participating as a

committee member, creating meeting agendas, preparing minutes, and acting as the coordinator between SME and non-profit organizations Supported the Sr. Director of the External Affairs

Department with all administrative duties, and assisted with a restructuring of the Charitable Giving Program to focus on community collaboration in regions where the company operates while

continuing support to the health and human service non-profit organizations Continuing Professional Education (CPE) Coordination for 35 CPAs in the finance departments including

monitoring and staying up-to-date on National Association of State Boards of Accountancy (NASBA) regulations, coordinating in-house CPE opportunities to reduce travel and costs, and coordinating

conference registrations and professional organization dues for all 35 CPAs Member of in-house development committee providing professional development and presentation skills opportunities for

staff, and managed the SharePoint page for this program Responsible for creating and publishing the agenda and materials for upcoming Audit Committee meetings on Diligent Boardbooks

Responsible for quarterly SEC compliance documentation OFFICE MANAGER/LICENSED REAL ESTATE TRANSACTION COORDINATOR TeamWerk, Anaheim Hills, CA 2001 to 2006

Responsible for overall office administration Responsible for closing all escrow files including analyzing and understanding the contracts, opening escrows, staying involved through the closing of

escrows and interacting with both clients and agents Restructured and maintained the company website Handled all promotions and marketing campaigns EXECUTIVE ASSISTANT/ DATABASE

MANAGER Nielsen Brothers, Inc - Bellingham, WA 1996 to 2001 Supported President with all administrative tasks Managed the marketing to small private landowners (encouraging them to sell their land to Nielsen Brothers) and tracked the marketing results Developed and maintained extensive Access database holding a mass number of landowners in Whatcom County, WA Created training manuals and performed research for the HR department for new benefit plans

OFFICE MANAGER The Campbell Group - Mount Vernon, WA 1994 to 1996 Responsible for overall office administration Planned company events such as training seminars, meetings and celebrations Created procedure manuals and provided training for new administrative staff in all regional offices Created and implemented a company-wide Administrative Networking Group to create collaboration, and to ensure corporate and regional offices operated under the same guidelines and procedures Analyzed all access leases and permits, and created a database for these documents Trained and supervised administrative staff

OFFICE ADMINISTRATOR 1989 to 1994 OFFICE ADMINISTRATOR KRC Gruppen - Esbjerg, DK 1985 to 1988 Denmark Responsible for overall office administration Coordinated all marketing programs for sales staff Planned company events such as meetings and celebrations

Skills EXECUTIVE ASSISTANT, EVENT PLANNING, BUDGET, OFFICE MANAGEMENT, TRAINING Additional Information Skills Office Management Personal Executive Assistant Charitable Giving Coordination Web Development & Management Event Planning Travel Coordination Team Building & Management In-house Training Coordinator Development & Implementation of Procedures Budget Preparation/Administration

Name: Jeffrey Rice

Email: theresa52@example.net

Phone: 001-802-538-3098x668