

Bailey Boykan

120 NW Trinity Place, #205 · Portland, OR 97209
(203) 517-6955 · bailey.boykan@gmail.com

EXPERIENCE

REJUVENATION

Executive Assistant

Portland, OR

September 2013 – Present (Temp)

- Assistant to Senior Vice President and team of Vice Presidents of Inventory, Merchandising, Marketing, and Finance
- Schedule calendars and coordinate meetings
- Manage Merchandise, Product Development, and Creative Calendars for catalog production
- Create financial reports for departments
- Responsible for team expense tracking and executing expense reports

THE ENGINEERING CENTER EDUCATION TRUST

Executive Assistant

Boston, MA

October 2010 – August 2013

- Assistant to COO and Executive Directors
- Calendar scheduling, management, and coordination of COO and Executive Directors
- Attended meetings and served as staff liaison for over 20 committees including Boards of Directors
- Drafted written and verbal correspondence
- Organized travel and lodging arrangements
- Scheduled and coordinated internal and external seminars, meetings, and conferences
- Created invoices and processed payments for event fees
- Attended outside events to assist with setup, registration, and payment
- Created reconciliation reports post-events
- First point of contact for membership and services inquiries
- Managed and maintained membership database; processed membership dues and ran dues reports
- Supported gift processing and maintained accurate and updated donor database
- Assistant for annual pledge drive and annual fundraising dinner
- Primary contact for corporate sponsorship program and processed all payments and reconciliation
- Produced monthly e-newsletter and weekly e-mail news blasts
- Created flyers, postcards, and other promotional materials and coordinated large mailings
- Updated company and association websites
- Ordered supplies and oversaw organizational structure of inventory and general office space

FILTHY RICH

Manager

Boston, MA

May 2009 – October 2010

- Produced reports and graphs to assist with company budget and to analyze sales, inventory, and vendor management
- Generated and executed purchase orders

IRON HORSE ENTERTAINMENT GROUP

Administrative Assistant

Northampton, MA

September - December 2007

PUBLIC EMILY

Administrative Assistant

Easthampton, MA

August - December 2006

EDUCATION

NORTHEASTERN UNIVERSITY

- Bachelor of Science Degree
- Concentration: Music Industry • Minor: Business Administration

Boston, MA

September 2004 - December 2008
GPA: 3.66

GOLDSMITHS, UNIVERSITY OF LONDON

January - April 2007

SKILLS

Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), ClearVantage, Emma, Constant Contact, ACT!, FileMaker, and QuickBooks Point of Sale; knowledge of QuickBooks Pro, Adobe Photoshop and Dreamweaver; type 85 wpm; skilled at researching