

## **AMY SCHNITLER**

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### **PROFILE OVERVIEW**

Highly accomplished in supporting high-level executives, client service and sales, business administration, implementing and managing multiple projects, working under pressure and tight deadlines; Extremely proactive professional team player who gets the job done;

### **AREAS OF EXPERTISE:**

- Building strong relationships with both external and internal clients.
- Effective in verbal and written communications.
- Managing schedules, workflow and deadlines.
- Proficient with Excel, Word, PowerPoint, Outlook, Internet.
- Continuous process improvement.
- Data preparation and analysis.

### **PROFESSIONAL EXPERIENCE**

#### **FactSet CallStreet**

New York, NY

2008 – present

##### **Editor and Publisher**

- Edit and publish quarterly earnings reports presented by publically traded U.S. and International companies via recorded webcasts hosted by senior management for the investment community.
- Validate all key data (i.e. individual names, titles/affiliations, product names, current news and events, financial data, etc.) via company website and extensive Internet search.

#### **eCreditAdvisor**

Henderson, NV

2006 – 2009

##### **Client Service/Business Development**

- Engaged with mortgage lenders across the country to assist their credit-challenged clients improve their credit scores in order to qualify for a loan.
- Educated individual clients on how to effectively manage and utilize credit so that they can continue to improve their credit scores.
- Continuing self-education on credit laws and credit bureau updates.
- Used Salesforce for database management and scheduling.

#### **Advent Software**

San Francisco, CA

2001 – 2006

##### **Senior Client Implementation Specialist**

- Managed the entire client implementation of the Advent Back Office service from initial information gathering through data conversion to final "live" production.
- Maintained ongoing communications with multiple senior level executives and staff throughout their respective implementation programs.
- Led a team of Data and IT members through each project to ensure key initiatives are completed accurately and on time.
- Created and formalized a standard operations procedure guide for clients.
- Conducted remote client training sessions via WebEx.
- Awarded multiple **"Job Well Done"** monetary gifts.

**CyberStateU.com**

Lafayette, CA

1997 – 1999

**Inside Sales Representative**

- Sold Internet-based Novell, Microsoft and Cisco network training to individuals and corporate clients.
- Maintained an active client database using the ACT contact database, conducted client presentations and monitored each student's curriculum.
- Landed company's first major corporate contract with EDS Canada.
- Consistently met or exceeded 100% of monthly sales quota.

**Merrill Lynch**

Oakland, CA

1989 – 1997

**Executive Assistant and Advisor**

- Assistant to a group of Senior Vice Presidents and top producers.
- Daily activities included high level of client phone calls to provide market updates and recommendations, addressing questions and concerns, scheduling and preparing detailed reports for client meetings.
- Utilized internal automation tools to support daily operations and generate daily/weekly/monthly reports.
- Planned off-site meetings, seminars and preparation of collateral materials.
- Conducted stock market research/analysis and tracking timely market news.
- Series 7 licensed.

**EDUCATION**

**Hawaii Pacific College** – Bachelor of Science

- Graduated magna cum laude in Business Administration/Management.
- Awarded academic scholarship for three years.

**OTHER INTERESTS:** Sports enthusiast, enjoy basketball (go Blazers!), golfing, soccer, volleyball; Love outdoor activities, travel, and working on my many DIY home design projects.

References available upon request.