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| **SUSAN SMITH** | 9622 NW MARVIN LANE PORTLAND, OR 97229  [HELENASUSAN07@GMAIL.COM](mailto:HELENASUSAN07@GMAIL.COM)  503-704-2600 |

As an Executive Assistant and Administrative Assistant, I’ve specialized in office and executive support, event planning/execution, stakeholder care and product execution.

**KEY ACCOMPLISMENTS**

* Successfully managed all Nike product requirements for the Robert F. Kennedy Memorial Golf Tournament for 2010, 2011 & 2012. Spent three days as a guest of Mrs. Ethel Kennedy, representing Nike.
* Created a department product forecasting system to manage incoming and outgoing requests from high profile vendors and organizations.
* Managed the Nike Golf Sports Marketing events and housing for the 2009 Masters Golf Tournament in Augusta, GA.

**NIKE INC.**

**Nike WHQ – Product Donation Operations Administration- SB & I**

June 2009 - October 2012

* Managed all US product donations and contribution payments for non-profit partners, internal program managers and outside vendors. Worked closely with non-profit managers providing upmost customer service and follow through.
* Created department product forecasting inventory analysis process for current and future projects.
* Processed department invoices, PO set up and vendor payments.
* Tracked department financial commitments and payments.
* Worked closely with Nike Tax to ensure proper tax credits had been submitted for product donations.
* Worked with Nike Legal to create a company wide legal contact depository, called Cranium.
* Assisted with travel, event planning and on-going department projects.
* Use of Microsoft Office Suite, SAP, Cranium, Cybergrants and GLUE.

**Nike WHQ-Senior Administrative Assistant- Golf Sports Marketing**

September 2008-June 2009

* Provided support for the VP & 35 global employees. Managed calendars, expense reports, international travel, meeting coordination, group off sites and golf tournaments.
* Created PO’s and invoice payments for the department.
* Track and process all confidential payments and legal documentation for athletes and agents. Place product orders for athletes and staff.
* Worked with Marketing, PR and athlete agents to arrange travel and ROS for athlete appearances in accordance with contract guidelines and tournament schedules.
* Use of Microsoft Office Suite, SAP and GLUE.

**Nike WHQ, Legal Assistant/Kelly Services**

August 2007-September 2008

* Provided support to the Commercial Real Estate and Sports Marketing team.
* Drafting, formatting and tracking confidential legal contacts and correspondence.
* Outlook calendar management, travel, meeting venues expense reports.
* Work with Accounts Payable to ensure timely processing of attorney and vendor invoices.
* Maintain electronic and paper files for legal records.
* Use of Microsoft Office Suite, Access, AIA software and Hummingbird Legal software.

**SUSAN SMITH**

**ELIZABETH STREET & ZELDA’S SHOE BAR –Sales & Buyer’s Assistant**

December 2003- August 2007

* Managed store functions including monthly inventory and expansion of client base, sales, store promotions, events and advertising.
* Forecasting for current and developing trends in the shoe and fashion industry to ensure successful buys for current and future store merchandise.

**WINDERMERE CRONIN & CAPLAN REALTY GROUP – Broker’s Assistant**

October 2002 - November 2003

* Research housing availability for clients and prospective buyers. Coordinated appointments and prepared documentation for prospective listings.
* Generated and updated daily reports for marketing and client base.
* Coordinated marketing mailings to bring in new business.
* Maintained budget, expense reports and current real estate trends and laws.
* Use of Microsoft Suite.

**ASTORIA CAPITAL MANAGEMENT- Office Manager** **& Assistant to the President**

January 2000 –October 2002

* Prepared, reviewed, organized and screen reports for analysts.
* Maintained an organized press release history.
* Analyzed data for possible investments.
* Coordinated company events for clients, staff and future investors.
* Maintained expense reports, travel arrangements, company calendar and business correspondence for the President and staff.
* Use of Microsoft Suite, Standard & Poor’s Research Insight and Bloomberg.

**REGENCE BLUECROSS BLUESHIELD OF OREGON – Facility Credentialing Specialist**

September 1990- January 2000

* Credentialed HMO Facilities in the BlueCross network in Oregon & Washington. This required obtaining information from State and Government agencies, traveling and conducting meetings and site visits throughout the state with hospital and facility administrators. Presented recommendations to a committee of physicians, medical directors and medical staff.
* Wrote reports and business correspondence regarding NCQA status to the facilities.
* Liaison between Marketing & Customer Service.

**EDUCATION & TRAINING**

University of Oregon, June 1986 Art History and General Studies

Microsoft Project Management + Office Suite Training, SAP Training

**SOFTWARE EXPERIENCE**

Microsoft Office Suite, SAP, Share Point, Photo Shop, Cranium, Cybergrants, Global Giving and GLUE, Salesforce, Access